### Are you a departmental executive officer?  _____Yes    _____No

### Faculty Activity Categories

<table>
<thead>
<tr>
<th>Hours per day (in hours and fractions of hours)</th>
</tr>
</thead>
</table>

#### Student Instruction
- Classroom teaching, preparation, grading/evaluation
- Online teaching, preparation, grading/evaluation
- Hybrid (partially in-person, partially online) teaching, preparation, grading/evaluation
- Clinical teaching, preparation, grading/evaluation
- Non-classroom teaching and instruction (independent studies, thesis work, internships, student productions)
- Mentoring student research
- Communicating with students outside the classroom (in person, by telephone or videoconference, by email, etc.)
- Developing new courses, updating existing courses

#### Student Advising
- Helping students—in person, via videoconference, via email, etc.—with academic and career questions, writing letters of recommendation, participating in student orientations and training events, etc.

#### Scholarship/Research/Creative Work
- Sponsored (grant-supported) scholarship/research/creative work
- Non-sponsored (non-grant supported) scholarship/research/creative work
- Participating in conferences, seminars, workshops, etc., related to your scholarship/research/creative work
- Writing/preparing grants
- Keeping up to date with disciplinary research and activities

#### Clinical Work
- Delivering clinical services
- Working on administrative tasks related to clinical work

#### Community Engagement, Outreach, or Extension
- Working on public or private partnership projects
- Delivering (all modalities) presentations, workshops, seminars, performances, exhibits, webinars, etc.
- Providing technical assistance
- Preparing, presenting and evaluating programming for stakeholders
- Consulting (in person, by telephone, by email, via videoconference, etc.)
- Developing new programs, updating existing programs (presentations, publications, etc.)

#### Professional Development
- Participating in professional development activities for teaching, research, clinical work, or community engagement, outreach or extension (workshops, conferences, online seminars, etc.).

#### Administration/Service
- Serving the institution (department, college, university committees and meetings, task forces, faculty governance, etc.)
- Serving the profession (such as serving on editorial board, etc.)
- Administering centers/institutes, department/college/university programs, research operations
- Mentoring faculty
- Assisting student organizations

#### Illness/vacation
- Sick leave
- Vacation

See [Instructions and Frequently Asked Questions](#)  
Send questions to: [megan.vogt@uni.edu](mailto:megan.vogt@uni.edu)