

**Regent University Faculty Activity Reporting Form: Spring 2021**  
**Worksheet (**[\*\*please complete the form online, via the link sent to you via e-mail\*\*](#)**)**

Are you a departmental executive officer? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Faculty Activity Categories	Hours per day (in hours and fractions of hours)						
	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
<b>Student Instruction</b>							
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							
<b>Student Advising</b>							
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.							
<b>Scholarship/Research/Creative Work</b>							
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							
<b>Clinical Work</b>							
Delivering clinical services							
Working on administrative tasks related to clinical work							
<b>Community Engagement, Outreach, or Extension</b>							
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.)							
<b>Professional Development</b>							
Participating in professional development activities for teaching, research, clinical work, or community engagement, outreach or extension (workshops, conferences, online seminars, etc.).							
<b>Administration/Service</b>							
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							
<b>Illness/vacation</b>							
Sick leave							
Vacation							