

Regent University Faculty Activity Reporting Form: Spring 2023
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. |
| 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 /creative works | | | | | | | |
| 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/creative works, 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 | | | | | | | |