

Contact: Diana Gonzalez

**UPDATE ON BIENNIAL FACULTY ACTIVITIES REPORT COLLABORATIVE PROJECT**

**Actions Requested:** Receive the update report regarding the changes implemented for the biennial faculty activities report.

**Executive Summary:** The Biennial Faculty Activities Report is an important tool for accountability and communication among the Board of Regents, the Regent universities, and the public. It provides an overview of faculty responsibilities at the three Regent universities, describes the distribution of time spent on those responsibilities, and illustrates how the universities monitor the accomplishment of their diverse missions.

Therefore, it is critical to undertake the data collection process in a uniform and systematic manner as well as to collect the key indicators of faculty activities. Following the Biennial Faculty Activities Report in August 2011, an inter-institutional team which included Diana Gonzalez (Board Office), Tom Rice (SUI), Dawn Bratsch-Prince (ISU), and Ginny Arthur (UNI) undertook a collaborative in-depth analysis of the data collection process, including the survey instrument and the data collection methodology to prepare for the Biennial Faculty Activities Report in 2013.

The update that will be provided includes discussion about the new survey template (Attachment A) and how it will provide greater detail about faculty activities and the changes in data collection methodology that will be implemented during the 2012-2013 data collection period.

Are you a department chair? Yes No							
Faculty Activity Categories	Minutes per day						
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
<b>Student Instruction</b>							
Classroom teaching, preparation, grading/evaluation							
Clinical teaching, preparation, grading/evaluation							
Non-classroom teaching and instruction (independent studies, thesis work, internships, student productions)							
Mentoring student research							
Consulting with students outside the classroom (in person, by telephone, by email, etc.)							
Developing new courses, updating existing courses							
Participating in instructional development activities (workshops, conferences, online seminars, etc.)							
Online teaching, preparation, grading/evaluation							
<b>Student Advising</b> (meeting with students to review academic progress/plans, writing letters of recommendation, participating in student orientations and training events, etc.)							
<b>Scholarship/Research/Creative Work</b>							
Conducting sponsored (grant-supported) scholarship/research/creative work							
Non-sponsored (non-grant supported) scholarship/research/creative work							
Attending conferences, seminars, workshops, etc.							
Writing/preparing grants							
<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 presentations, workshops, seminars, performances, exhibits							
Delivering online/webinar based programming							
Attending professional development activities (workshops, conferences, online seminars, etc.)							
Providing technical assistance							
Preparing, presenting and evaluating programming for stakeholders							
Consulting (in person, by telephone, by email, etc.)							
Developing new programs, updating existing programs (presentations, publications, etc.)							
<b>Administration/Service</b>							
Serving the institution (department, college, university committees and meetings, task forces, faculty governance, etc.)							
Serving the profession							
Administering centers/institutes, department/college/university programs, research operations							
Mentoring faculty							
Assisting student organizations							
<b>Illness/vacation</b>							
Sick leave							
Vacation							