

SURVEY OF HOURS WORKED PER WEEK

By request of the Board of Regents, UNI conducts regular surveys of our faculty to estimate the average number of hours worked per week. At the request of the Executive Vice President and Provost, these surveys are implemented by the Office of Institutional Research.

You have been randomly selected to participate in this survey for the period Saturday, 10/09/10 through Friday, 10/15/10.

The following table is intended to aid you in arriving at the requested total hours worked per week. You should have received this on Monday or Tuesday of the time period. First, fill out the appropriate hours for the weekend and then log, after each remaining day, the hours that you spent in each category. **When filling out the table please note:**

1. It is important that you report the total number of hours worked this week, **based on actual activities**, no matter how atypical. Do not report what would be a typical or average week. The categories listed below are as a guide, and are not used to draw inferences about which activities fill your work hours.
2. **It is important** that everyone in the sample **complete and return the survey data** since the Regents have agreed to a sampling process. It should take only a minimal amount of time.
3. The data provided will not be reported by individuals. Only summary statistics of the total hours worked per week will be released in the report to the Executive Vice President and Provost.

	10/09	10/10	10/11	10/12	10/13	10/14	10/15	
	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Hours spent working on campus: (e.g., in your class-room, office, attending seminars, committee meetings, etc.) Do not include work related to private consulting.								
Hours spent at home doing professional work directly related to your employment at UNI: (e.g., preparing lectures or exams, correcting assignments or exams, reading professional literature or theses, etc.) Do not include work related to private consulting.								
Hours spent away from home and campus that are directly related to your employment at UNI: (e.g., attending meetings, conferences, symposiums, etc.; include travel times as well as attendance.) Do not include work related to private consulting.								
Hours spent on sick or annual leave (if all day, enter 8 hrs.):								
Hours spent on other activities directly related to your employment at UNI but which do not seem to fit any of the above categories. Please list the nature of these activities _____ _____								
TOTAL HOURS								
Please select your rank: Professor _____ Associate Professor _____ Assistant Professor _____ Instructor _____								
Please select your appointment status: Tenured _____ Tenure-Track _____ Non Tenure-Track _____								

Please return this form to the Office of Institutional Research by 10/20/10, mail code #0005 (104 Seerley, UNI).
If you have any questions, please feel free to call 3-3050.

Campus Mail

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Office of Institutional Research
104 Seerley