

SIMPLIFIED INSTRUCTIONS FOR COMPLETING THE FACULTY ACTIVITY ANALYSIS REPORT FORM.

1. **DIRECT INSTRUCTION:** This is all the teaching reported on your work load, for *this semester*. A simple rule of thumb is that the number of hours you report should be 2-3 times the number of CUES the course is worth. Remember it includes office hours, course preparation time, grading, study groups, etc. *Only activities for the courses you teach* should be included in this section.

NOTE: the % proportion of your time devoted to **DIRECT INSTRUCTION** should be proportional to the number of CUES you receive for teaching.

2. **INDIRECT INSTRUCTION:** This is any instruction *other than* that related to courses that you are assigned. Included in this section would be formal or informal advising, career counseling, club sponsorship, new course/lab development, internship advising, etc.
3. **DEPARTMENT RESEARCH:** A general rule of thumb for this category is research/creative/scholarly activities (including grantwriting and manuscript preparation) you do for which *you do not receive* CUES.
4. **ORGANIZED RESEARCH:** This is research/scholarly and/or grant related activities that is supported outside the departmental budget for which *you do receive* CUES (including CSU contributed release time). Examples: MBRS, CLIMB, AMP, Chem Van, Physics Van, NASA Sat. Acad., Chem Camp, Univ. Research CUES, Research Development Office (RDO) CUES, NSF/CCLI, etc. Start-up research CUES and CUES to write grant proposals should go under Departmental Research.

NOTE: the % proportion of your time devoted to **ORGANIZED RESEARCH** should be proportional to the number of **RELEASE TIME** CUES you receive for grant related activities.

5. **PUBLIC SERVICE:** Service you do for the community *related to your expertise*. Examples: Chemistry Merit Badge counselor for Boy Scouts, Calumet Environmental Advisory Committee, Legislative Education or Science Advisory Committee, service as a grant or manuscript reviewer, disciplinary society activities (AAPT, ACS, APS, etc.), school or church based Science Academies, service on LSCs, science fair judging, Science Fair Central participation, visits to schools, etc. *Note: These should be unpaid activities.*
6. **DEPARTMENT OVERHEAD ACTIVITIES:** Department Committees, standing or ad-hoc or other department service (i.e. safety officer, radiation officer, equipment maintenance, assistant chair, assessment coordinators).
7. **UNIVERSITY ADMINISTRATION AND OTHER ACTIVITIES:** University service (Examples: Research CUES committee, RIDC, University food service committee, University-wide search committees, university budget committee or other university-wide committee service).

OTHER INFORMATION:

- a. **Do not** fill in the % of total hours on the form. The Chair does that and signs the form.
- b. Significantly *more or less than 40 hours/week* will be looked at closely. Be able to justify hours, especially those in excess of 50 hours per week.
- c. The percentage of hours reported in **ORGANIZED RESEARCH** and **PUBLIC SERVICE** are not counted in the department's Cost of Instruction, *thus the more hours that can be appropriately reported in these areas the more it will make the department appear cost effective; however, these should NOT exceed your teaching/primary duties.*
- d. Report your hours honestly.