

UVA FACULTY WORK PROFILES

Joe Garofalo

Faculty Senate Chair

Board of Visitors Meeting

September 12, 2014

Mean Hours Worked per Week

	<u>Hours</u>
All UVA Faculty	54.8
Full-time, salaried	56.8
Part-time, salaried	38.1
Part-time, wage	31.8

Time Allocations

Areas of work	Teaching emphasis	Research emphasis	Balancers	Clinical/Service emphasis	Administrators
Teaching	70.7%	14.9%	43.1%	23.2%	4.0%
Research	16.6%	74.6%	43.7%	13.6%	3.4%
Clinical/Service	5.3%	5.4%	7.3%	44.6%	5.6%
Administration	6.9%	4.7%	4.9%	15.7%	86.8%
Consulting	0.4%	0.4%	1.0%	2.9%	0.2%
Total	100%	100%	100%	100%	100%

Balancer

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
8		PITC		Student 1 Field observation	Research Project B	Read journals	
9	Research/Scholarship Project A	School Committee meeting	Project B Administrative Tasks				
10			Office Hours	Debrief Student 1	Consulting	Work on Manuscript 1	
11							
12	Course preparation	Project B Steering Comm		Research/Scholarship Project B	University Committee meeting		
1	Teach Course 1						
2			Course prep				
3		Student advising			Research/Scholarship Project B		
4	Project A Administrative tasks		School Committee work	Course preparation			
5		Research/Scholarship Project A		Teach Course 2			
6			Read dissertation			PITC	
7							
8	Grading		Read journals	Meet with students			Course preparation
9	Read journals		Write reference				

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
8		PITC		Work on Grant Proposal			
9	Research/Scholarship Project A	Dissertation defense	Project B Team meeting			Read journals	
10			Office Hours		Department meeting		
11							
12	Course preparation	Project B Steering Comm		Research/Scholarship Project B	Program Committee meeting		
1	Teach Course 1						
2					Revise Manuscript 2		
3		Student advising	Course preparation				
4	Grading	Research/Scholarship		Course preparation			
5			University Committee work	Teach Course 2			
6						PITC	
7	Plan conference presentation						
8			Work on Manuscript				
9							

Teaching Emphasis

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
8		PITC		Teach Course 3	Grading		
9	Administrative tasks	School Committee meeting	Teach Course 2		Professional service	Work on Manuscript	Read dissertation
10							
11		Field Site work	Student advising	Office hours/advising	University Committee meeting	PITC	
12	Course preparation						
1	Teach Course 1		Course preparation				
2		Student advising					
3		Professional reading	School Committee work	Course preparation	Professional reading		
4	Student advising			Teach Course 4			
5							
6							
7							
8	Grading		Course preparation	PITC			Course preparation
9		Professional reading	Write reference	PITC			

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
8		PITC		Teach Course 3			
9	Program Coordinators meeting	Dissertation defense	Teach Course 2		School and Dept meetings	Professional reading	Work on Manuscript
10		Course preparation					
11		Grading	Work on Manuscript	Office hours/advising	Program Committee meeting	PITC	Course preparation/ Grading
12	Course preparation						
1	Teach Course 1		Course preparation		Course preparation/Grading		
2		Student advising					
3		Program Committee work	University Committee work	Course preparation			
4	Grading			Teach Course 4			
5							
6							
7	Plan conference presentation						
8		PITC					
9							

Clinical Emphasis

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8	Patient Care/ appointments	Patient Care/ appointments	Patient care/ appointments	Patient Care/ appointments	Coordinate clinical practica	Patient Care	Patient Care
9					Course Preparation		
10							
11	Course Preparation		Grading/Advising		Course Preparation		
12	Teach Course	Team meeting	Teach Course		Teach Course		
1				Walk-in hours	Clinical Committee Meeting	PITC/patient care	
2	Clinic	Clinic	Clinic	Clinic			
3		Adminstrative Tasks			Clinic		
4							
5	Administrative Tasks		Administrative Tasks	Administrative Tasks			
6							
7							
8	PITC/patient care						
9	PITC/patient care						
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
8	Patient Care/ appointments	Patient Care/ appointments	Patient Care/ appointments	Patient Care/ appointments	Coordinate clinical practica	On Call	
9					Grading/advising		
10							
11							
12							
1		Research Meeting			Department Meeting	PITC/patient care	
2	Clinic	Clinic	Clinic	Clinic			
3		Administrative Tasks			Clinic		
4							
5	Administrative Tasks		Administrative Tasks	Administrative Tasks			
6							
7							
8							
9	PITC/patient care						

Sample Teaching Activities

Responding to phone calls and e-mail

Program development

Course development

Reading pedagogical literature

Creating syllabi

Lesson and assignment planning

Instructional contact hours

Grading tests

Reading and grading papers

Advising

Mentoring undergraduate and graduate students

Mentoring postdocs/interns/clinical trainees

Observing students in placements, internships, productions

Writing letters of reference and speaking with employers

Holding office hours

Assessing student products/designs/projects

Arranging research or internship/practicum sites

Sample Scholarship Activities

Responding to phone calls and e-mail

Communicating with collaborators

Communicating with program officers and producers

Monitoring and reconciling budget expenditures

Reading scholarly literature

Conceptualizing scholarship and projects

Designing studies

Collecting data and analyzing data

Designing projects/shows/ exhibits

Writing manuscripts (articles, books, reports, chapters, screenplays...)

Making scholarly presentations

Writing grants

Reviewing manuscripts

Judging scholarly and artistic products

Reviewing grant proposals

Journal editing

Sample Clinical Activities

Responding to phone calls, e-mail, and/or EMRs

Reading patient and client reports and files

Consulting with colleagues

Reviewing diagnostic test results

Making diagnoses

Attending to patients and clients

Dictating and transcribing documentation of clinical encounters

Dealing with paperwork

Being on-call

Completing annual license requirements

Sample Service Activities

Responding to phone calls and e-mail

Participating in faculty meetings (program area, school, department,...)

Serving on school and department-level committees (e.g., search, promotion, admissions,...)

Serving on University-level committees (Senate, task forces, technology, search...)

Serving on related community-related committees and task forces (schools, agencies,...)

Service to professional organizations (committee work, speeches, editing, consulting,...)

Service to other institutions (program reviews, faculty reviews,...)

UVA faculty don't clock in.

And don't clock out!