# ARS Activity Definitions

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| **Direct Instruction [Non-Master’s Thesis or Doctoral Dissertation]** |
| Direct Instruction includes all teaching activities associated with courses that are taught by the individual during the fall, spring and summer terms. For nine-month faculty members who have separate appointments to teach during the summer term, direct instruction effort must be shown on the summer appointment as well. Direct Instruction (teaching activities) includes all effort spent in direct contact with students in the classroom and in all effort associated with teaching preparation for all courses – whether courses are offered on campus, off campus or on-line. For most faculty members with teaching assignments, Direct Instruction will comprise a significant portion of their overall effort. Direct Instruction should be reported as a state-funded activity unless specifically designated otherwise.(See Note below.)  Direct contact with students includes: lectures, laboratories, independent study, conferences or seminars, and supervision of teaching and applied studies with the exception of thesis instruction.  The effort that is associated with teaching preparation includes: preparation of lectures or other classroom material; acquiring and preparing instructional media; meeting with students on course topics; and grading papers.  Note: Undergraduate Independent Study (399) activity should be reported as Direct Instruction.  Direct Instruction should not be funded by grants unless said grant(s) allows for it. |
| **Thesis Instruction [Master’s Thesis & Doctoral Dissertation]** |
| Thesis Instruction includes all direct-contact instructional activity associated with students enrolled in Master’s Thesis & PhD Dissertation Research courses (typically 598/599). Effort should be reported in Thesis Instruction for faculty who are overseeing Master’s Thesis & Doctoral Dissertation work and are listed as the instructor of a course (typically 598/599). |
| **Thesis Supervision [Master’s Thesis & Doctoral Dissertation]** |
| Thesis Supervision includes instructional activity associated with students enrolled in Master’s Thesis or Doctoral Dissertation Research and is required for each paid faculty or staff member when there is no corresponding course assigned to that faculty or staff member.  Note: This activity may be reported on any fund source; however, federal funds may be used for Thesis Supervision only if the effort expended on these activities is directly related to the sponsored research project. |
| **Indirect Instruction** |
| Indirect Instruction is the instructional-related activities that are not associated with the direct teaching of a course – i.e. the person does not have direct contact with students in a classroom environment. There is usually only very limited effort that is reported for Indirect Instruction. The most common activity in this category relates to appointments for teaching assistants who provide assistance in the department but who do not have a course assignment.  Indirect Instruction can include: supervision of multi-section courses; paper grading for an instructor’s course; preparation and maintenance for laboratory sections; and study help and tutoring associated with courses, preparing or revising manuals, creating instructional software and/or media.  Faculty who are provided release time to undertake major initiatives in the department might include some time in indirect instruction. This effort might include activity related to major revisions to the curriculum, or to the review of the academic programs in the department, or preparing for accreditation reviews by external groups.  Other Indirect Instruction activities can include: preparing outlines, content, and bibliographies for future courses; devising and developing new instructional techniques;  Note: Some units also have academic staff who might report indirect instruction activity for the coordination and supervision of TAs and other staff assisting in the classroom; the placement and monitoring of students in internships and practical study: and the coordination of study abroad programs. |
| **Departmental Research** |
| Departmental Research includes all research and scholarly activity that is undertaken by the faculty member to support scholarly initiatives and professional development. Departmental Research is non-funded research that is conducted with the support of the department and that helps to meet the overall academic priorities of the unit. Departmental Research allows the faculty to pursue the development of scholarly activity within their disciplines.  Departmental Research is: usually supported by State funds, educational allowances, or gifts that are not assigned for organizational research. It is undertaken in general support of the instructional function of the institution and it is not an activity that is separately budgeted or accounted for with a separate account. It is not research that is conducted under funds from a research account and it is not performed for specific sponsored research agreements or contracts.  Note: Departmental Research contributes to the professional development of a faculty member and it may lead to publication. Scholarly development also includes any personal investigation into the professional literature; any writing of manuscripts or articles for publication; attendance and presentation of papers at professional meetings; and other efforts related to the development and maintenance of the scholarly competence of a faculty or professional staff member. |
| **Organized Research** |
| Organized Research includes all research and development activities that are budgeted and administered separately from instructional departmental activity and that are conducted for specific research projects.  Typical sources of support for Organized Research are: research grants/contracts funded by the U.S. Government, State of Illinois, and other external sponsors; research funds that are appropriated to the University of Illinois by the federal or state government; or ICR funds and other institutional funds specifically designed for organized research.  Organized Research can also be conducted with gifts assigned for organized research and with campus Research Board funds allocated for specific research projects. At times, organized research activities can be carried out on an individual or project basis if financed from centrally administered, competitive institutional grants to individual faculty members.  For all faculty and staff appointments that are paid from a separately budgeted source of funds where the express purpose of the fund is to support funded research, the entire distribution of the effort for that appointment should be Organized Research (100%).  Note: Faculty members who are paid by state funds (or institutional funds) and who provide direct effort in support of a specific research project should report that effort as organized research and then should also report cost sharing activity in the Grants and Contracts Effort Reporting System. |
| **Public Service Activities** |
| Public Service Activities are very limited in scope in effort reporting. The activities that are reported in this category must be officially assigned by a department head or higher administrator. Public Service Activities are NOT separately compensated consulting or volunteer work that is done by a faculty member. Most faculty and staff will not report any public service effort.  Public Service Activities refer to programs or services at the University that are established to make available to the public the resources of the institution for the purpose of responding to a community need or solving a community problem. This can include public service programs or it can include the in-kind departmental contributions to the cost of an externally funded community service project and to the time spent by a person with an administrative appointment in the administration of public service (as in a museum or outreach program). Most public service activities are associated with specific funds and accounts that have designated program codes that are defined for public service.  Note: The University of Illinois at Chicago designates patient care that is provided by health science faculty and staff to be Patient Service activities. Definitions for Patient Services are listed under Clinical Activities. This effort is also viewed by the state as a public service but it is separately captured on the ARS screen under the Clinical Activities group. |
| **General Administration** |
| General Administration is time spent by staff members who have an officially designated administrative function. Administration can include administering instruction, departmental research or public service activities. Academic professionals and administrators who are involved in the general operations of the unit usually report effort in the general administration category. This will include time and effort for heads and chairs; business managers; human resource staff; and other administrative staff. |
| **Student Support Services** |
| Student Support Services are activities specifically designed to support recruitment and retention of students. Staff who report activity in this category should have specifically assigned duties related to the support of students or student activities.  Student Support Services include: student academic advising and counseling; student organizations; orientation; and student support within the department or unit. |
| **Paid Leave** |
| Paid Leave includes administrative and sabbatical leaves for which the individual is paid by the University. It does not include disability leave or leave without pay. If the faculty member is on sabbatical full-time for the academic year, then 100% of the effort should be designated as Paid Leave. If the person is on leave for only a portion of the academic year, then the percentage effort assigned to the leave category should be adjusted.  Examples: For a nine-month faculty member who has a two-semester sabbatical with half or more pay, report 100% in Paid Leave. For a nine-month faculty with only one semester sabbatical leave with full pay, report 50% as Paid Leave. If the faculty member has only half pay for one semester, then the department should report 33% effort to Paid Leave. When the individual returns full-time for the second semester, the effort for the full pay in the second semester should be distributed across the remaining 67% of effort. |
| **Clinical Activities** |
| The Clinical Activities are listed on the ARS form for the health science programs at the University of Illinois. Clinical Activities are designed to collect effort by health science faculty who teach in a clinical setting; who provide instructional support to residents or interns in graduate medical education programs; who give some patient services in the course of clinical teaching; or who provide specific support service to a University of Illinois-affiliated hospital. Several reports to external agencies require the distribution of effort by faculty in clinical instruction that is associated with medical, dental or health care programs. Efforts in these Clinical Activities include the clinical portion of training for health science students (usually in a hospital or clinic setting); the training of students in the dental clinics; and the training of residents and interns in graduate medical education. The following categories are included under Clinical Activities: Clinical Instruction, Clinical Supervision, Resident Instruction, Resident Supervision, Patient Services, Hospital Administration. |
| **Clinical Instruction** |
| Clinical Instruction encompasses all of the direct instruction activities that are associated with teaching that is provided in a hospital or clinical setting. Clinical practice, internships and field work are all included in this category. Faculty who teach regular courses in a class or laboratory setting and who also oversee clinical practice courses can split their teaching efforts between Direct Instruction and Clinical Instruction on the ARS form. Faculty who only teach in a clinical setting can report all of the instructional effort under Clinical Instruction. Clinical Instruction is usually reported as a state fund activity but can also include effort that is associated with appointments on institutional funds or service plan funds. Faculty will have a section assigned to them.  The effort that is associated with Clinical Instruction includes: all activities associated with preparing the course; providing the instruction; meeting with students on course topics; providing evaluations; and grading course performance. |
| **Clinical Supervision** |
| Same as Clinical Instruction but the faculty will not have a Banner course/section assigned. The activity of Preceptors should be reported as Clinical Supervision. |
| **Resident Instruction** |
| Resident instruction is limited to the effort that is associated with the training of medical and dental residents or interns who are part of the graduate medical education programs. A course section is required.  Note: Faculty who provide instruction and supervision to those in GME programs should report some effort in this category. |
| **Resident Supervision** |
| Same as Resident Instruction but the faculty will not have a Banner course/section assigned. |
| **Patient Service** |
| Patient Services is defined as a separate category to complement the activities that are reported in clinical or resident instruction. It is recognized that sometimes a portion of time in that effort might also incorporate the care of patients. In past years, faculty in Medicine and Dentistry have reported 5% to 15% effort in Patient Services overall.  Note: The primary purpose of the activity is the education of the student, to the extent that some patient-care benefit is included. |
| **Hospital Administration** |
| Hospital Administration is defined as direct effort that is provided to a hospital, clinic or medical center and is part of the overall responsibilities of the staff member.  Note: The staff person should have an appointment in the hospital or have an officially designated function that incorporates service to the hospital (i.e., section chief) in order to report effort in this category |

**ARS FAQs**

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| **How are staff appointments selected for the reporting system?** |
| Appointments are sorted by Banner sub-organizations within department. If your department does not have any sub-organizations, then all academic staff appointments will be listed in alphabetical order under your single Banner organization code. If you have subdivided your unit, then appointments will be sorted at that level. Each appointment for a staff member will show the position number, the fund type and the account as it is recorded in Banner. When salary is paid to the individual, this will be displayed in the Year-to-Date pay box on the report. |
| **What is the calendar for the activity reporting system?** |
| Appointment data for academic staff is selected from the Banner HR and Payroll system at the start of the contract year. The Office of Institutional Research will notify Departments each term when appointment data for the academic staff has been loaded to the ARS system. At the same time, OIR will load data from the Banner Student/ Schedule to the ARS so that Departments can see the assigned sections for faculty and teaching assistants. The section assignments for the term are taken directly from the Banner database as they are entered by the Schedule Planner in each unit. Section assignments and instructor changes must be made in Banner by the department Schedule planner, and will load automatically to ARS nightly until finalized each term. |
| **When do I report activities for academic staff in my office?** |
| Reporting begins in the mid-fall and continues to the end of the academic contract year. |
| **What should I do if a person is performing activities that do not fit with the guidelines for that source of funds or program function?** |
| Change the source of funds used to pay the individual. Your department should change the person’s labor distribution in Banner to a correct source of funds and if necessary, do an earnings transfer for previous payments from the wrong source. The changes will be captured after the next payroll is processed and will be reflected in the Activity Reporting System. |
| **What if a faculty member or academic staff person receives a 0% administrative stipend?** |
| ARS includes 0% FTE appointments in its reporting. The campus has established a policy that Notice of Appointment (NOA) is the official record of an individual’s Institutional Base Salary (IBS). Administrative stipends (at zero percent FTE) are an internal processing mechanism used to distinguish and maintain a faculty member’s base professorial salary as separate from any administrative salary and to reflect the increased level of responsibility assigned to the administrative appointment. This process is consistent with the [University’s Administrative Salary Policy.](https://www.vpaa.uillinois.edu/cms/one.aspx?portald=420456&pageid=440863) |
| **What should I do if I think that data are missing for one of my staff or if the pay is incorrect?** |
| Please be sure to check with HR in your unit to see if there have been any changes to the appointment for that staff member. The staff appointments included in the ARS are taken directly from the Banner system after each payroll. If someone is missing, it could be that the appointment was not processed in time for the payroll calculation – and we will catch them after the next payroll. You should also check if the labor distribution for that person matches your CFOAP to be sure that they have been paid from the correct source. It might be possible that the appointment has been assigned to a different CFOAP. If you are still uncertain about the data for an individual in your unit, you can send an e-mail to us at [dggilber@uic.edu.](mailto:dggilber@uic.edu) |