FACULTY TIME USE STUDY

AN OPPORTUNITY FOR INSTITUTIONS OR COLLEGES TO BETTER UNDERSTAND FACULTY WORK

THE PROBLEM

Time is the most valuable resource faculty have to accomplish goals. Yet increasingly faculty report having less time than they need.

- Work overload and dissatisfaction are among the chief reasons faculty leave their institutions.
- Faculty perceive increased administrative activities and campus service.
- Women faculty report spending more time on teaching and service than peers.
- Women and under-represented minority faculty report stress from receiving more requests for campus service, less affirmation, and more slights.

Unfortunately, it has been hard to collect reliable data on how faculty spend time and experience work. To better understand and explain faculty work, the National Science Foundation has funded a research study using a method uncommon in faculty research-- time diaries.

THE OPPORTUNITY

This study promises novel and more nuanced ways of understanding variation in faculty time in research, teaching, and service activities. The web-based time diary enables individual faculty to map their daily time use patterns, and identify associations with time pressure and stress. The data can help institutions understand new demands on faculty time and differences that might exist by rank, gender, discipline, and race.

All faculty participants will receive an aggregate report of the findings. Institutions will also receive a report of the aggregate data which can provide critical insight into how discipline, rank, gender, and race-ethnicity are associated with faculty work activities at the Institution.

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Our approach is based on the American Time Use Survey and over 50 years of research on time use. This study was piloted with Big 10 research universities and is now being extended to any four-year institution (or large college within a four-year institution) that would like to participate. This Faculty Time Use study will be conducted by the University of Maryland (UMD) on two dates in March and April 2017. Institutions can participate in either date. Instructions on how to participate can be found on the FAQ page.

Faculty will be invited to fill out a one-day faculty time diary reflection on:

Wednesday, March 1, 2017
or
Wednesday, April 19, 2017

UMD will retain the right to publish findings as research, but will mask the identity of institutions in any published findings. Each faculty member who completes the one day time diary survey will automatically be entered into a drawing for a **$100 Amazon Gift Card.**

TO PARTICIPATE

Contact the Project RA or Project PIs indicating your interest:

Courtney Lennartz | clennart@umd.edu
Research Assistant and Doctoral Student
University of Maryland

KerryAnn O'Meara | komeara@umd.edu
Professor of Higher Education
Director of University of Maryland ADVANCE Program

Liana Sayer | lsayer@umd.edu
Professor of Sociology
Director of the Time Use Laboratory
University of Maryland

Frequently Asked Questions

- **What is the timeline and process for participation?**
  1. Institutions sign up with the Project PIs at least 2 weeks before the data collections. Institutional liaisons will send PIs a list of full time faculty (first name, last name, and emails) in an excel file format*.
  2. The institution's liaison will send an email letting their faculty know about the study and encouraging them to participate on the Monday before data collection.
  3. Faculty will be sent an email invitation to the time use study. They will be instructed to fill in the time diary with all activities of the prior day, and will receive one email reminder.
  4. Participating faculty and institutions will receive a report of the aggregate data within 4-6 weeks.

Institutions or Colleges sign up to participate by: **February 15, 2017** or **April 5, 2017**	**February 27, 2017** or **April 17, 2017** Lead Contacts email faculty about the Faculty Time Study	**March 2, 2017** or **April 20, 2017** Faculty are sent an email to fill in yesterday's activities

- **Why are faculty being asked to fill out the time diary the day after and not throughout the day?** Yesterday diaries (diaries completed the next day) have been found to yield as accurate results as same day diaries, and have the advantage of being able to be completed in one sitting.
- **Is this covered by IRB?** Yes, the study is approved to be conducted at your institution through the University of Maryland IRB system. We can send the institutional liaisons the relevant IRB approval letter.
- **Who are the partners in this project?** KerryAnn O'Meara and Liana Sayer, of the University of Maryland, are the Co-PIs on this project. Joeri Minnen, a Researcher with Vrije Universiteit Brussel, is overseeing the online time diary tool and coordinating all aspects of survey administration. Courtney Lennartz is serving as the Research Assistant on this project.
- **Will you be publishing research on this data, using our institutional name?** No, all institutions will remain anonymous in any research published on aggregate findings of the Faculty Time Use Study.
- **How do you ensure individual identities are protected?** We do not ask for names of individuals in the time diary. We report aggregate findings broken down only as much as confidentiality allows (e.g. if there are only 5 faculty of color in a college we do not report by race).
- **Are the responses confidential?** Yes, participants engage in informed consent at the very beginning that outlines how all data will be collected and shared. Participants only report demographic (gender, race/ethnicity) and organizational (social sciences, liberal arts, professional school) characteristics. We ask institutional liaisons for the demographic and organizational characteristics of the overall group of faculty to assess the representativeness of the participants once data collection is complete.
- **How long will it take participants to participate?** We anticipate 20 minutes. Participants are sent a pre-survey that leads into a time diary, and a few post-survey questions are asked at the end.
- **What are some advantages to participating?**
  - Institutions will collect faculty data that could be integrated into ADVANCE, or other NSF or NIH proposals.
  - Data could inform discussions of needed reward system change.
  - Information could shape faculty development, retention, and mentoring efforts.

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*Note: After we complete data collection we will delete all faculty data files

The Time Diary Instrument

COMMUNICATION PLAN

We will provide a sample email for the Provost to send to faculty with information about the faculty time study and to encourage participation. Faculty will be sent an email invitation to the time use study through the Modular Online Time Use Study (MOTUS) system. When faculty respond to the invitation link in the email, they come the MOTUS site which provides a description of the study, asks for informed consent, asks faculty some pre-diary questions, and to fill in the time diary with all activities of the prior day.

PURPOSE OF THE STUDY

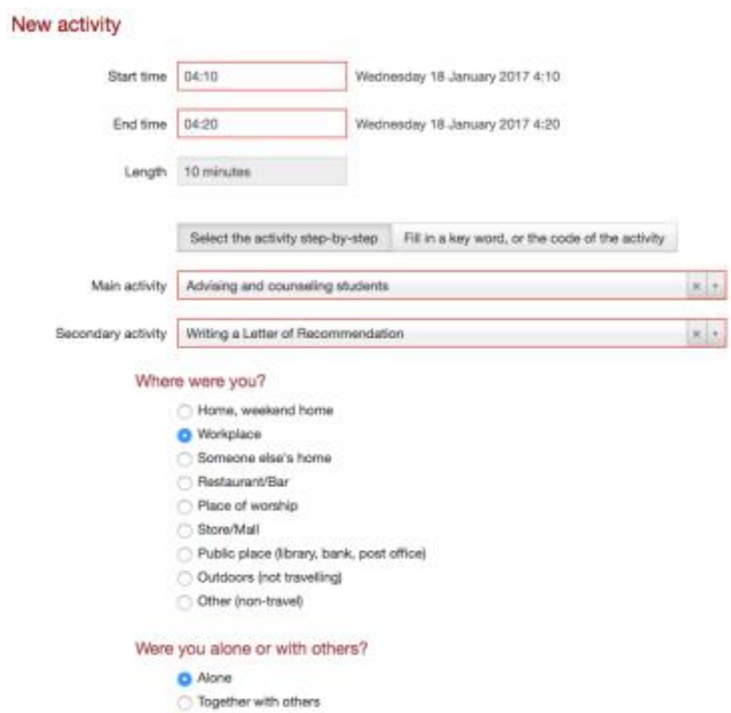
The purpose of the Faculty Time Study is to gain a more nuanced picture of faculty work activities and work experiences than is typically available using cross-sectional surveys. Time diary methods allow researchers to understand actual time spent on different work activities. Differences in time use by gender, race and ethnicity, rank or appointment type are of interest to the researchers, as are the relationship between faculty work, stress and positive work experiences such as being affirmed, or negative work experiences such as feeling stressed or rushed.

THE INSTRUMENT

- Online, accessible through multiple devices
- Drop-down menu of activities to select
- A logbook updates on the screen so that participants can see a full list of their recorded activities

To set the context for the time diary, the in-take survey portion of the Faculty Time Study asks questions regarding ongoing faculty time commitments, such as the number of service committees, number of hours per week spent teaching, and number of graduate and undergraduate advisees. The time diary survey will ask participants to record the time and location of daily activities, and their well-being during those activities (e.g. did they feel stressed, rushed).

The yesterday diary entry portion of this study requires that participants record the work-related activities that they completed the previous day and the amount of time that they spent on each activity. Each response is coded based on the type of activity noted by the participant. All activities are first coded into a general category (i.e. teaching) and then are coded by specific activity type (e.g. taught class or prepared for faculty committee meeting). **A screen shot of what faculty will see when completing the time diary is below:**



This time diary instrument was developed in partnership with the [Maryland Time Use Lab](#) (MTUL) at the University of Maryland which is the premier U.S. center on time use. Our approach is based on the American Time Use Survey and over 50 years of research on time use. As such, this project allows us to take into consideration factors typically only studied in census or population studies such as the location of work and whether activities are conducted alone or in groups—two factors found to shape work satisfaction and experiences. This project received support from the National Science Foundation under Grant No. HRD-1008117

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