



CSUS Chair's Activity Analysis

To: _____

Department: _____

Subject: CSUS Chair's Activity Analysis Required for Medical Leave/Reasonable Accommodation

Employee: _____

Department: _____

Academic Year: _____ Semester: ___ Fall ___ Spring

Dates (if applicable): _____

Please complete the activity analysis for the employee listed above.

	Percentage	WTU (units)	
#1	_____ %	_____	Instruction – prepare and give lectures; supervise labs; supervise students; interact with students; respond to question; meets deadlines; grade/provide feedback on homework, paper, tests; write attend professional meetings, etc.); hold scheduled office hours for _____ hours a week; maintain correspondence; supervise Master’s candidates; other: _____.
#2	_____ %	_____	Scholarship – engage in research/scholarship/creative activity; disseminate results of scholarship; prepare grant applications; other: _____.
#3	_____ %	_____	Campus Service – serve on department/college/university committees; attend meetings; program/degree advising; communicate/ interact with colleagues; other: _____.
#4	_____ %	_____	Community Service – Provide to the community; attend meetings, interact with members of the community; travel (describe); other: _____.
#5	_____ %	_____	Other – supervise research assistants; assist in departmental administration (e.g., chair, coordinator, etc.); special program or grant administration; travel; other: _____.
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Total	_____ % Must equal 100%	_____ Must equal 15 units*	*For part-time faculty, must equal total contracted units for the semester.

Primary Demands: Occasional/frequent to continuous sitting on office chair or up to 2-4 hours; occasional frequent to continuous walking on even ground for up to 50 minutes; occasional walking/standing within classroom and on campus; occasional reaching with arm’s distance; frequent use of hands for grasping, fine manipulation, and fingering; must be able to read, hear, and speak English; environmental: 90% inside.

Mental Demands: Requires cognitive/analytical thought, strong organizational and time management skills, demonstration of recall, short and long-term memory, concentration, administrative abilities; must be able to remain calm under pressure, handle multiple demands; attend to detail.

Chair Signature

Date

