**IUPUI Office of Academic Affairs**

**Worksheet: Essential Job Functions for Academic Appointees**

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| --- | --- | --- | --- |
| **Faculty Member:** |  Click or tap here to enter text. | **Academic Title:** |  Click or tap here to enter text. |
| **Dates of Anticipated Leave (if applicable):** |  Click or tap here to enter text. | **Supervisor’s Name:** |  Click or tap here to enter text. |

Check **all** items that apply to this individual:

# [ ]  Teaching: This person has teaching responsibilities.

Teaching takes place:

[ ]  In-person, on-campus, or on-site (requires listening to, responding to, and guiding oral discussion in classrooms and other settings)

[ ]  Online synchronous (requires live connections and ability to talk, listen, and respond to live participants)

[ ]  Online asynchronous (requires ability to record teaching and to correspond electronically using IU systems)

Teaching involves:

[ ]  Preparing course materials including written instructions, visual materials, syllabi, etc. (includes composing, editing, revising)

[ ]  Delivering oral lectures to in-person learners

[ ]  Recording oral lectures

[ ]  Coordinating course materials/goals/assessment with other program faculty and administrators – communicating, providing input, revising materials accordingly

[ ]  Assessing learners’ work (assignments, exams, presentations, etc.) in a timely way

[ ]  Being readily available in-person, and via email, and by Zoom or telephone, to students

Teaching—laboratory or clinic:

[ ]  Preparing instructional materials such as simulations, visual exhibits, assignments, etc.

[ ]  Organizing learner activities; communicating with students prior to clinical/laboratory sessions

[ ]  Instructing, supervising, and assessing learner work in physical laboratory or clinical spaces: inspecting, assessing, and providing feedback on the spot; providing such inspection and feedback systematically to all assigned learners for all assigned activities

[ ]  Recording clinical/laboratory activities and assessments for learner grades and other records

[ ]  Coordinating activities and assessment with program faculty, administrators, and staff (communicating, providing feedback, etc.)

[ ]  Clinical activity also includes providing direct patient care

What type of care? (e.g. nurse practitioner, physical therapist, lawyer)

Click or tap here to enter text.

[ ]  List any other physical requirements, such as:

[ ]  Ability to lift/move items/patients

[ ]  Ability to manipulate instruments

 Click or tap here to enter text.

Teaching art/studio:

[ ]  Lifting, carrying, and manipulating art materials as needed

[ ]  *Please check this box if the materials weigh more than 10 lbs*

[ ]  Visually assessing student work, providing oral feedback on the spot

[ ]  This position operates the following machinery or equipment:

 Click or tap here to enter text.

[ ]  Other type: (theater, music, etc.)

Teaching, internships and other off-campus in-person activities:

*ALSO use the Teaching, laboratory or clinic section if the off-campus site is a client/patient care setting.*

[ ]  Travel to and from off-campus sites

[ ]  Observing, assessing, and reporting on learner activities

[ ]  Communicating with non-IU supervisors and other people at sites

# [ ]  Research/Creative Activity: This person has research/creative activity responsibilities.

[ ]  Selecting, reading, and reviewing existing scholarship

[ ]  Analyzing data/information

[ ]  Drafting and submitting proposals, abstracts, manuscripts, or other.

[ ]  Developing algorithms/techniques for complex problems

[ ]  Designing, implementing, and experimenting with prototypical software/hardware systems

[ ]  Using IU or other systems to enter research information, data, or requests

[ ]  Collecting/generating data:

*Briefly list any equipment used and its requirements*: Click or tap here to enter text.

[ ]  Supervising research staff – in-person or virtually

[ ]  Communicating with colleagues

[ ]  Describe the physical presence required to conduct anticipated research:

 Click or tap here to enter text.

# [ ]  Service: This person has service responsibilities.

[ ]  Responding to university, administrator, and colleague emails and other communications promptly

[ ]  Meeting student advisee needs as assigned–communicating, being available for live calls, visits, or Zoom meetings; accessing systems for student information

[ ]  Attending faculty and committee meetings by Zoom or on-site

*Specify if all, some, or none of the meetings will be in-person*

Click or tap here to enter text.

[ ]  Mentoring – involves regular meetings

[ ]  If an administrator, communicating with those supervised promptly and regularly; coordinating with supervisor and colleagues; preparing reports in a timely way

*For administrators, use the Service section above.*

*For campus and unit service needs, use Service section above.*

*Working-from-home or on-site presence requirements should be explicitly described.*

*Please return this form to the Human Resource Business Partners (HRBP) for processing.*

Revised: 1-29-24