

Worksheet: Essential Job Functions for Academic Appointees

Faculty Member:		Academic Title:	
Dates of Anticipated Leave (if applicable):		Supervisor Name:	

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

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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)

List any other physical requirements, such as:

Ability to lift/move items/patients

Ability to manipulate instruments

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:

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

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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

Supervising research staff – in-person or virtually

Communicating with colleagues

Describe the physical presence required to conduct anticipated research:

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

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.