



## Summary of Faculty Member Duties & Job Requirements

### Teaching

Faculty members are expected to prepare for and meet their teaching responsibilities for every class. Verification of effectiveness will be conducted as outlined in the APSCUF labor agreement, Article 12. Teaching activities may include off-campus field trips. Faculty members whose responsibilities lie outside the classroom are required to have a written job description.

### Departmental Meetings

Each faculty member is expected to attend and participate in departmental meetings.

### Office Hours

Each faculty member must schedule five office hours per week over three days. Faculty members schedule their own office hours.

### Academic Advising

Faculty members serve as student academic advisers and are expected to meet with each assigned student advisee.

### Scholarly Activity

Each faculty member is expected to stay current in his/her field and to produce one article or deliver one professional presentation each year per Article 12.

### University/Community Service

Each faculty member participates in activities relating to university programs, courses, governance, etc., or community activities which impact on, or are impacted by, the University and which contribute to the growth and development of students, the university and the community per Article 12

### Other Duties as Assigned

A faculty member may be assigned additional duties at the discretion of the departmental Chair or college Dean.

### Environment

Faculty members work in classrooms, offices, labs, and related venues to accomplish educational and research activities.

**Physical Requirements**

Communicate with students, staff and colleagues.

Read academic texts and materials, student papers, etc.

Operate personal computer and audio-visual equipment.

Stand or sit for up to one to three hours at a time.

Fly or drive to off-site meetings or conferences or to observe student interns.

Move around campus for classes and meetings.

Other requirements as specified by a job description.

## Specific Faculty Member Duties & Job Requirements for Faculty Member:

\_\_\_\_\_  
(Name)

NOTE: This section must be completed if the faculty member is returning with restrictions (i.e. reduced workload, teaching limitations, etc.) Once completed this form along with the Summary of Faculty Member Duties and Job Requirements and the Release to Return to Work form should be given to the faculty member's health care provider.

### 1. For Academic Semester:

- |                                 |             |
|---------------------------------|-------------|
| <input type="checkbox"/> Fall   | Year: _____ |
| <input type="checkbox"/> Spring | Year: _____ |
| <input type="checkbox"/> Winter | Year: _____ |
| <input type="checkbox"/> Summer | Year: _____ |

### 2. Teaching Schedule:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Additional notes on Teaching Schedule (i.e. distance education, team taught, less than standard teaching week schedule):

### 3. Office Hours Schedule:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Faculty Member Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

**4. Departmental Meeting Schedule:**

**5. Advising Responsibilities:**

**6. Research Projects:**

**7. Committee Meetings and Committee Responsibilities:**

**8. Other Duties Assigned:**

**9. Description of Work Environment (classroom, labs, distance education, campus location, working conditions, etc.):**