



Office of Human Resources
 G-8 Sutton Hall
 (724) 357-2431
 (724) 357-2685 (fax)

Patient: _____
 (name)

Is released to return to work on: _____
 (date)

With (check one):

No restrictions on work activities

The following work **restrictions** based on the faculty member's job responsibilities (attached to this form):

Date of expected release from restrictions: _____

not know

By providing my original signature, the undersigned health care provider certifies that the information provided on this form is true and accurate.		
Printed name of health care provider	Type of practice	License number
Address		Telephone number
Name and title of person completing this form, if not the health care provider		
Signature of health care provider		Date

Faculty Member Job Responsibilities

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.

Office Hours

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

Departmental Meetings

Departmental meetings are held once each month and each faculty member is expected to attend and participate in these meetings.

Academic Advising

Faculty members serve as student academic advisers. A faculty member is expected to meet with each assigned student advisee at least once each semester for at least 15 minutes.

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. (The faculty average is 2-3 articles and/or presentations per year per faculty member.)

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.

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.

NOTE: This section should be completed by the faculty member and given to their health care provider along with the Release to Return to Work form and the general job description.

Specific Job Responsibilities for Faculty Member: _____
(name)

For Academic Year: _____

For Academic Semester (circle applicable semester): **Fall** **Winter** **Spring**

Teaching Schedule:

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:

Office Hours Schedule:

Departmental Meeting Schedule:

Advising Responsibilities:

Research Projects:

Committee Meetings and Committee Responsibilities:

Other Duties Assigned:

Description of Work