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

Summary of

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:

Fall	Year: _____
Spring	Year: _____
Winter	Year: _____
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	

Faculty Member Name: _____ Academic Year: _____

4.