

ESSENTIAL JOB FUNCTIONS FOR FACULTY AND ACADEMIC STAFF POSITIONS

When submitting all Requests to Recruit for faculty and academic staff positions (**both current and existing**), the Essential Job Functions of the position must be defined. Determining the essential functions of each position is a critical part of compliance with the Americans with Disabilities Act. This can be accomplished by submitting a separate memo to the Affirmative Action Officer or denoting the essential functions on the Position Description.

The Position Description provides the basic responsibilities of that position. The essential job functions are the "essential duties to be performed." These are duties that are fundamentally essential to provide the services required by the position. Use results-oriented language as much as possible; as opposed to describing the method used to obtain the results.

Essential functions can include:

- Major responsibilities (key tasks you will hold the employee responsible for); i.e.:
 - Effectively teach, advise, and mentor students
 - Identify and participate in research projects
 - Must seek grant funding and identify other opportunities
- Specific tasks that carry out the key responsibilities (what does the incumbent actually do to carry out the tasks); i.e.:
 - Ability to meet with student
 - Contribute to and develop and implement curriculum
- Any physical demands of the position; i.e.:
 - Acute hearing required
 - Lifting
- Any mental demands of the position; i.e.:
 - Interpreting
 - Coordinating
- Any essential environmental demands (these demands document the environment of the specific job site); i.e.:
 - Hazards
 - Dust
 - Odors
- A job function may also be essential if a limited number of employees are available to perform that function, or the function is highly specialized requiring specific expertise or ability for its performance. This does not include marginal functions.

Do not include:

- Those tasks which would be helpful, but not essential
- Those tasks which the incumbent will do once and never again
- Tasks for which you would normally train on the job
- Your "wish list" of future tasks

Note: An individual with a disability may be qualified to perform the function(s) if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose undue hardship on the department or the university. Also note that it may be essential that a function be performed, but frequently it is not essential that it be performed in a particular way.