

## **Essential Functions of Academic Faculty**

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Essential functions of positions at the University of Nevada, Las Vegas (UNLV) are duties and responsibilities that an employee must be able to perform unaided or with the assistance of a reasonable accommodation. UNLV strives to uphold its mission as a minority-serving institution (MSI) rich with diversity and committed to equity. The university provides access to world-class educational experiences that are responsive to the needs of students. Student experiences are designed for rich engagement with faculty and staff that builds an interdependent community focused on student academic and lifelong success. Students benefit from organic interactions that create relationships and facilitate the sharing of knowledge. As a primarily in-person campus, in-person teaching, service, and cultivation of the university community is an inherent aspect of its educational programs and essential to the university's success.

It is the expectation that academic faculty members at the university be available to meet with a multitude of students and colleagues through various modalities, including in-person teaching, advising, mentoring, and collaboration. It is also the expectation that academic faculty have a substantial in-person presence on campus so that they are visible to students.

Key essential functions for academic faculty are broken down into the categories listed below; however, essential functions listed may not apply to positions that do not perform those functions. Individual departments may also have additional duties that are considered essential to the employee's specific position.

- **Instruction**: This includes but is not limited to activities such as classroom and laboratory teaching, independent study and supervised research experiences, internship/practicum and extension teaching, preparation of course material, evaluation of student performance, direction of theses/dissertations and independent study, office hours, consultations with students enrolled in classes, student mentorship, and student academic and career advisement. It is expected that the majority of essential functions related to instruction will be carried out in person to maintain the highest quality of student engagement and support. All academic faculty must perform essential functions related to instruction in the modality in which it is assigned. For nontenure-track academic faculty, essential functions related to instruction may be performed fully remotely only if it meets the department's online instructional needs and is approved at the time of hire or through a subsequent remote work agreement endorsed by the chair, dean, and provost.
- **Research and Creative Activity**: This includes but is not limited to activities such as research, scholarly, and creative work related to the faculty member's discipline, aimed at specific results (e.g., books, articles, reports, and artistic creations or performances). Research and creative activity are expected to take place in environments that support active collaboration and access to institutional resources, such as campus labs, libraries,

studios, creative venues, or other specialized spaces. In most circumstances, this will require regular in-person work on campus within these spaces, as well as in-person meetings with students, faculty collaborators, industry or community partners, and others.

- **Service**: This includes but is not limited to activities such as public, community, and university service; attending faculty, department, college, and university-wide meetings; participating on committees; engaging in university governance; providing consultation to internal and external stakeholders; collaborating with campus offices to advance our university strategic plan and mission; and contributing to community outreach and partnerships that advance the institution's mission. The majority of service activities are expected to be performed in person, particularly departmental meetings, committee responsibilities, and collaborations with colleagues that support the effective governance and administration of the university. In-person participation is crucial for maintaining effective collaboration and ensuring the seamless functioning of university operations. For non-tenure-track faculty, essential functions related to service may be performed fully remotely only if this arrangement aligns with the department's needs and has been agreed upon either at the time of hire or through a fully approved remote work agreement signed by the chair, dean, and provost.
- **Clinical**: This includes but is not limited to activities such as direct patient care, clinical teaching and supervision of students, and participation in clinical research. Faculty members with clinical responsibilities are required to perform these activities in person. In-person clinical work is critical for hands-on patient care, student training, and maintaining clinical excellence. Remote clinical work will not be considered as fulfilling these essential responsibilities unless a rare and specific accommodation is made in accordance with university policy and agreed to by the respective chair, dean, and provost.