



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Assistant, Associate, or Full Professor of Occupational Therapy	5/20/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)
Faculty	Academic Year/9-Months
Normal Position Work Dates	FLSA
09/16 - 06/15 (Academic Year)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Occupational Therapy/Behavioral Sciences	WOU Center for Graduate Studies - Salem, OR
Reports to	Position Number
Dean of College of Liberal Arts & Sciences	E98099
Incumbent	Reports to Position Number
	E98086

SUMMARY
Please provide a brief summary of the position.
<p>Core tenure-track faculty teach, advise, and mentor OTD students; engage in service within the university and with external community/professional organizations; and maintain active lines of scholarly work. Scholarship of discovery, integration, application, and teaching are all valued forms of faculty scholarly activity at WOU OT. Core faculty members may also be assigned other institutional duties that do not interfere with the management and teaching of classes.</p> <p>In accordance with ACOTE standards, a core faculty member must be an occupational therapist eligible for licensure within the State of Oregon and must hold a doctoral degree awarded by an institution that is accredited by a USDE-recognized institutional accrediting agency. Doctoral degrees awarded by institutions in countries other than the US must be reviewed and approved by ACOTE.</p> <p>Responsibilities include: (1) teaching or co-teaching classes in accordance with area(s) of expertise and program need, (2) providing academic advising to a portion of students within the program, (3) providing capstone advising to a portion of students within the program, (4) contributing to the development and evaluation of the curriculum, (5) contributing to the ongoing accreditation process of the program, (6) engaging in ongoing scholarly activity, (7) engaging in service to the program, university, and profession, and (8) promoting diversity, equity, and inclusion within the OTD program and WOU. Core OTD tenure-track faculty positions are governed by the WOU Collective Bargaining Agreement found at: <a href="https://wou.edu/hr/employee-relations/#agreements">https://wou.edu/hr/employee-relations/#agreements</a>.</p>

## PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
100%	Serve as a core faculty member within the OTD program <ul style="list-style-type: none"> <li>• Teaching or co-teaching in accordance with subject matter expertise</li> <li>• Providing academic advising to a portion of students within the program</li> <li>• Providing capstone advising to a portion of students within the program</li> <li>• Contributing to curriculum development and evaluation within the program</li> <li>• Contributing to the ongoing accreditation process of the program</li> <li>• Maintaining an active line of scholarly work</li> <li>• Service to the program, WOU, and the OT profession</li> <li>• Other duties to support the success of the OTD program (attending graduation, participating in school or university events, etc.)</li> </ul>	Essential

## EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupational therapy or a related field (ACOTE standard A.2.7)
Other (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Graduation from an accredited Occupational Therapy program, passed the NBCOT exam, and eligible for licensure as an

			OT in OR. (ACOTE standard A.2.6)
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EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
A minimum of 2 years of documented clinical practice experience in the field of occupational therapy	Choose an item.	3-5 Years	
Previous teaching, research, and service experience	0-6 Months	1-2 Years	
History of scholarly achievement	No Experience	1-2 Years	
Clinical practice in a physical rehabilitation setting	1-2 Years	3-5 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Solid knowledge of ACOTE standards, particularly the "B" standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Strong organization and documentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrated clinical and disciplinary expertise (ACOTE standard A.2.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent communication and problem-solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience with inter-professional collaboration and/or teaching inter-professional education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Demonstrated knowledge and experience working with and supporting the success of people who have diverse backgrounds, cultures, or languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Solid community networking skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current member of AOTA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not already a member, will be required to be a member upon hire.

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or

			certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oregon Occupational Therapist License
Professional license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oregon Occupational Therapist License required upon hire
Registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	National Board for Certification of Occupational Therapy, ongoing registration
Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Board for Certification of Occupational Therapy – initial certification required

### SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

### SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this	<input type="checkbox"/>
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level.	
If Level 3 or above is selected, please list direct reports:	
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources <a href="#">Forms Page</a> .	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending

<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing
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<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment <input type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input type="checkbox"/> Heights <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

## ADDITIONAL REQUIREMENTS

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
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Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

### HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			
NOTES:			