



POSITION DESCRIPTION

| POSITION INFORMATION | | |
|---|--|--------------|
| Position Title | | Today's Date |
| Instructional Faculty: First Year Writing | | 7/22/2025 |
| 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 FTE | | |
| Department/Division | Work Location | |
| English Department / Humanities Division | Monmouth Campus | |
| Reports to | Position Number | |
| CLAS Dean | E71006 | |
| Incumbent | Reports to Position Number | |
| | E99352 | |

| SUMMARY |
|---|
| Please provide brief summary of the position. |
| <p>The First Year Writing Program is housed within the English department but is its own unit with a Coordinator who manages scheduling, curriculum, and professional development for the team of First Year Writing Instructional Faculty. Given the specific teaching assignments of the FYW team and emphasis on reading and responding to students' writing, these Instructional Faculty's 45 workload units (WLUs) will consist primarily of teaching for the 9-month academic year.</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 |
| 98% | <p>INSTRUCTION: 44 of 45 total WLUs.</p> <p>Teach multiple courses FYW courses each year.</p> <p>Read and respond to student work, maintain records of student work, submit final grades to the Registrar's office before deadlines.</p> | Essential |



| | | |
|----|--|-----------|
| | Maintain office hours (in-person and via Zoom in accordance with the CBA) to support student contact and success and communicate with students via email and/or Canvas outside of class times. | |
| 2% | SERVICE: 1 of 45 total WLUs. The service load will vary and typically include attending meetings , and serving on committees , with additional opportunities available for collaborating with students and external groups, Professional Development, FYW Awards and <i>Unbound</i> , which includes selecting essays to be considered, working with students to facilitate submissions, and selecting final essays and winners of the First Year Writing Awards. Work on projects assigned. | 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 checked="" type="checkbox"/> | <input type="checkbox"/> | M.A. (or equivalent) in Composition and Rhetoric or directly related field |
| Doctoral degree or equivalent (Ph.D., J.D., Ed.D.) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other (explain) | <input type="checkbox"/> | <input type="checkbox"/> | |

| EXPERIENCE | | | |
|--|------------------------------|-------------------------------|---|
| Type of Experience | Required Years of Experience | Preferred Years of Experience | Notes |
| Teaching writing at the college or university level. | 1-2 Years | 3-5 Years | Preference for applicants with significant experience teaching first generation students and those from traditionally underserved populations |

| SOFT SKILLS | | | |
|-------------|----------|-----------|-------|
| Soft Skill | Required | Preferred | Notes |



| | | | |
|---|-------------------------------------|-------------------------------------|--|
| Engaging and dynamic classroom teaching. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Positive rapport with students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Demonstrated interest in writing/editing for publication and/or pleasure. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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 type="checkbox"/> | <input type="checkbox"/> | |
| Professional license | <input type="checkbox"/> | <input type="checkbox"/> | |
| Registration | <input type="checkbox"/> | <input type="checkbox"/> | |
| Certification | <input type="checkbox"/> | <input type="checkbox"/> | |

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 type="checkbox"/> |
| Level 2 | Lead Capacity: 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 | <input type="checkbox"/> |



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.

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 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 |
|---|---|
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*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 [Forms Page](#).

| | |
|-----------------------------|-----------------|
| Scope of Decisions Made: | Choose an item. |
| Impact of Decision Made: | Choose an item. |
| Autonomy and Discretion: | Choose an item. |
| Fiscal Authority: | Choose an item. |
| Fiscal Responsibilities: | Choose an item. |
| Operating Budget (\$): | \$ |
| Grant Funding (\$): | \$ |
| Number of Grants: | |
| Foundation Funding (\$): | \$ |
| Number of Foundation Funds: | |
| Agency (WOU) Funding (\$): | \$ |

WORKING CONDITIONS

☐ Balancing

☐ Carrying



Typical Work

Functions* (check all that apply)

- | | |
|---|--|
| <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 checked="" 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 checked="" type="checkbox"/> Standing |
| <input type="checkbox"/> Telephone Use | <input type="checkbox"/> Twisting/Bending |
| <input type="checkbox"/> Walking/Running | <input checked="" type="checkbox"/> Writing |

Typical Working Environment and Hazards*

(check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input type="checkbox"/> Electrical Hazards | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Fire Hazards | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Human-Source Material (e.g., blood) | <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) |
| <input type="checkbox"/> Moving machinery/Heavy Equipment | <input type="checkbox"/> Near-Continuous Use of Video Display |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Pathogens |
| <input type="checkbox"/> Potential Combative Work Environment | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Weather Extremes | |

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

HR USE ONLY:

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|---|----------------|---------------|---------------------|
| 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: | | | |
| | | | |