



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Associate Dean of the College of Liberal Arts and Sciences	9/15/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	n/a
Department/Division	Work Location
College of Liberal Arts and Sciences	Monmouth Campus
Reports to	Position Number
Dean of the College of Liberal Arts and Sciences	E98116
Incumbent	Reports to Position Number
	E99352

SUMMARY
Please provide brief summary of the position.
<p>The Associate Dean position works under the broad, administrative direction of the Dean with significant responsibility in leadership with faculty and staff to ensure the highest quality student support and achievement through curriculum and schedule refinement/management, excellence in pedagogy, and assessment/accreditation/continual improvement.</p> <p>Requires planning, organizing, and managing services and personnel associated with academic affairs and student success. This position collaborates closely with department leadership, faculty and staff to ensure the quality and consistency of academic offerings and support the success of all CLAS students.</p> <p>The Associate Dean ensures CLAS's program quality, including leadership to support curriculum, program review and accreditation work. This position is a primary responder to inquiries from students.</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
45%	<p>Leadership of Academic Affairs</p> <p>Under the direction of the Dean and in coordination with the Dean:</p> <ul style="list-style-type: none"> ● Provides leadership on all matters related to academic program quality, including compliance with state and national accreditation standards. ● Monitors, evaluates, and advises the Dean on processes, procedures and/or standards to ensure alignment with the CLAS’s and WOU’s mission, values, goals, and objectives, as well as all local, state, and federal laws and regulations. Works with department leadership and faculty to make approved modifications to processes, procedures, and/or standards, ensuring alignment. ● In alignment with strategic plan initiatives, facilitates curricular work, scheduling, and assessment/accreditation. ● Ensures schedules are designed to meet students’ needs. ● Coordinates and oversees ongoing work load plan adjustments with appropriate department leadership. ● Oversees the curriculum and program approval processes in the CLAS. ● Oversees the CLAS policy creation and revision process. ● Attends department and program meetings to support academic affairs projects and communication when needed. ● Leads the college/division assessment and accreditation work. ● Provides leadership and support to chairs in professional development and onboarding for both full-time and adjunct faculty. ● Provides leadership to assigned CLAS standing committees and task forces. 	Essential
45%	<p>Leadership of Student Success</p> <ul style="list-style-type: none"> ● Manages Undergraduate and Graduate student success focused work in the CLAS, including the tracking of retention, graduation and DFW rates. ● Serves as a liaison to other WOU units by representing CLAS with respect to student services processes and procedures. e.g., 	Essential

	Director of General Education, Office of Financial Aid, etc. <ul style="list-style-type: none"> Plans, implements, administers, and evaluates strategic projects and services impacting students. As appropriate, collaborates with the Recruitment and Admissions team to support enrollment initiatives. 	
10%	Other Duties <ul style="list-style-type: none"> Other duties as assigned, including but not limited to: Substitutes for the Dean at meetings and other functions when the Dean is unable to attend. Performs the duties of the Dean when the Dean is away from the office. As needed, interprets and applies federal and state mandated guidelines. 	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 is below.

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 (Ph.D., J.D., Ed.D.) or other terminal degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED QUALIFICATIONS
<ul style="list-style-type: none"> Minimum earned rank of associate professor in a CLAS associated discipline OR Prior administrative leadership in higher education at the associate dean or dean level. Evidence of creative leadership, organizational abilities, and student support/success work. Evidence of leadership skill using listening, discernment, and collaboration to result in leadership growth in others and program successes. Demonstrated leadership that has had a meaningful impact on the success of programs

and people during challenging situations.

- Evidence of responsive interpersonal skills and the ability to contribute to a collaborative, transparent, and equitable culture of work.
- Evidence of a strong record of student support, including demonstrated meaningful systemic changes resulting from this work.
- A record that shows a meaningful commitment to, and demonstrated/specific accomplishments in, social justice, equity, and inclusive practices.
- Superior communication skills: the ability to articulate a compelling message to diverse audiences; clarity in written and oral presentation.
- Experience with curricular planning, review/assessment, change, and implementation.
- Evidence of attention to issues of governance in a complex organization.
- Experience in actively participating in accreditation efforts and the assessment of learning outcomes.

PREFERRED QUALIFICATIONS

- Record of experience with leadership in higher education
- Record of experience with leadership in other areas of education and/or related industries

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" 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	<input checked="" type="checkbox"/>

	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.*	
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"/>
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.	<input type="checkbox"/>

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 [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Limited
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (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 checked="" 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 checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input checked="" 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*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
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@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:

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"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			