



## POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Instructional Faculty, Education		11/3/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Faculty	Academic Year/9-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		
Department/Division	Work Location	
Division of Education and Leadership	Monmouth Campus	
Reports to	Position Number	
Dean, College of Education	EDLINS, EDLIN1, EDLIN2, or EDLSNI	
Incumbent	Reports to Position Number	
n/a	E99863	

SUMMARY
Please provide brief summary of the position.
Western Oregon University invites applications for a full-time, 12-month Instructional Faculty position in the Division of Education and Leadership.
In addition to supporting the program curriculum, the position may involve coursework that supports the goals and outcomes of the WOU General Education Program and/or Honors Program. Instructional Faculty might also be assigned advisees and participate in other service activities that contribute to the department, division, institution, and greater community as prescribed in the WOUFT/WOU Collective Bargaining Agreement. Position holders will be expected to actively participate in departmental governance.

### 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%	<b>Instruction (approximately 98%, based on 44/45 WLU)</b> The primary responsibility of this position is teaching, a large portion of which takes place in the classrooms on campus at WOU. Alternatively, you might be asked to deliver your courses in online or hybrid format. Courses might include	Essential



	<p>regular lecture and seminar courses, internship courses, individualized student teaching or research experiences, and planning and leading co-curricular activities. Instructional assignments and topics might change over time to meet program or university needs.</p> <p>Successful teaching in a learner-centered environment requires knowledge as well as the ability to design, implement, manage and assess courses and cultural activities in a variety of instructional modes. The faculty member in this position is required to:</p> <ul style="list-style-type: none"> <li>• Use instructional and discipline specific technology</li> <li>• Teach in various modalities (i.e., in-person, hybrid, online)</li> <li>• Design courses and co-curricular activities that effectively meet student, program, and community needs</li> <li>• Communicate in a professional and timely manner with students, colleagues, local community, and external contacts</li> <li>• Accommodate students with varying backgrounds and learning styles</li> <li>• Develop and use syllabi within University/Division guidelines</li> <li>• Deliver course content and co-curricular programming successfully</li> <li>• Participate in the assessment of student learning and program review</li> <li>• Manage courses such that students receive regular feedback and university reports are submitted in a timely fashion</li> <li>• Meet all classes or provide alternatives</li> <li>• Provide external support for students through office hours and cooperation with student services and offices</li> <li>• Maintain professional relationships with students</li> </ul>	
2%	<p><b>Service to the University and Community (approximately 2%, based on 1/45 WLU)</b></p> <p>Service duties for this position include participation in faculty meetings and outreach events. May include serving on program- or university-level committees. May include other service opportunities that carry higher WLUs, including community activities beyond campus.</p>	Essential
0 - 10%	<p><b>Professional Development and Scholarship (approximately 0 - 10%)</b></p> <p>As a professional educator, the faculty member shall continue to grow and develop as an educator and as a member of their profession through formal and/or informal activities, which increase knowledge and enhance teaching ability. When compatible with program needs, annual workload may include some time dedicated to professional development opportunities.</p>	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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Education or a related field
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Education or a related field
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

**EXPERIENCE**

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Undergraduate teaching	No Experience	1-2 Years	
Academic Advising	Choose an item.	1-2 Years	

**SOFT SKILLS**

Soft Skill	Required	Preferred	Notes
Teamwork/collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	teamwork skills involve keeping group objectives in mind, and integrating individual responsibilities with all team members, in a supportive and positive, process to achieve mission objectives
Problem-solving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	problem solvers identify the barriers to success, research the situation and brainstorm possible solutions to determine the best possible resolution
Clear communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	communication skills involve active listening, and understand other perspectives, while also being able to share thoughts effectively, including verbal, written and non-verbal methodologies
Interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interpersonal skills involve building relationships and communicating well with others to develop positive working relationships

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



registration or certification			
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 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"/>
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:	Guideline Driven
Impact of Decision Made:	Position
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 type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
	<input type="checkbox"/> Speaking	<input checked="" 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 checked="" type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (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\[at\]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:			
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:			