



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Adjunct Instructor of Communication	11/12/2025
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)
.267	
Department/Division	Work Location
Communication	Monmouth Campus
Reports to	Position Number
CLAS Dean	COMADJ
Incumbent	Reports to Position Number
	E99352

SUMMARY
Please provide brief summary of the position.
Adjunct faculty members in the Department of Communication will be responsible for providing student-centered instruction in courses within their area of expertise. Primary responsibilities include designing and delivering course content, engaging students in both in-person and online modalities, and providing an inclusive and supportive learning environment for all students. The preferred candidates will be capable of teaching multiple courses within our course catalog, including courses that contribute to both the department and the general education curriculum.

## 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%	<p><b>INSTRUCTION:</b></p> <p><b>Teach</b> in candidate’s area of expertise, including designing and delivering course materials in the appropriate modalities.</p> <p><b>Read and respond</b> to student work, <b>maintain</b> records of student work, <b>submit</b> final grades to the Registrar’s office before deadlines.</p> <p><b>Maintain</b> office hours (in-person and via Zoom in accordance with the CBA) to support student contact and success, and <b>communicate</b> with students via email and/or Canvas outside of class times</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.

<b>EDUCATION</b>			
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<b>M.A. (or equivalent) in communication or closely related field required.</b>
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Ph.D. in communication or closely related field preferred.</b>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EXPERIENCE</b>			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Teaching experience	1-2 Years	3-5 Years	Preference for applicants who have previously taught students like those matching WOU’s student population

<b>SOFT SKILLS</b>			
Soft Skill	Required	Preferred	Notes
ability to teach essential communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
personable communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience adapting classrooms to create inclusive environments for all students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>CERTIFICATES, LICENSES, REGISTRATIONS</b>			
(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"/>	
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**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 level.	<input type="checkbox"/>
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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**

**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 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 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 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 checked="" 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@wou.edu](mailto: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:			