

Position Description—Unclassified

Position Status:

Position Title		Position Number
Assistant Professor of Occupational Therapy		E99963
Appointment (9 mos. / 12 mos. / other)	Contract Period (from / to)	Department / Division
9 months	September 16 to June 15	Occupational Therapy/Academic Affairs
Reports to		Reports to Position Number
Director of Occupational Therapy		E99925
Incumbent		University ID #

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is tenure-track faculty in the Occupational Therapy Doctoral (OTD) Program, a new program that is projected to launch its first cohort Fall, 2024. The OTD program is located within the Office of Academic Affairs. WOU's mission is to provide lasting opportunities for student success through transformative education and personalized support. The Office of Academic Affairs is central to WOU's mission in that it oversees all undergraduate and graduate degree programs, along with academic-related student, staff and program support. The goal of the Office of Academic Affairs is to foster a university culture conducive to collegial accountability across campus, resulting in outstanding learning opportunities for students, an environment ripe with intellectual curiosity and civil discourse among diverse voices. The Office of Academic Affairs is committed to creating an environment that fosters diversity, equity, and inclusion, actively embraces social justice, and works to ensure that people of all backgrounds feel welcome, safe, and included.</p> <p>Women, members of the LGBTQIA+ community, and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best fit for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <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>

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: <https://wou.edu/hr/employee-relations/#agreements>.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
100%	<ul style="list-style-type: none"> ● Teaching or co-teaching in accordance with subject matter expertise ● Providing academic advising to a portion of students within the program ● Providing capstone advising to a portion of students within the program ● Contributing to curriculum development and evaluation within the program ● Contributing to the ongoing accreditation process of the program ● Maintaining an active line of scholarly work ● Service to the program, WOU, and the OT profession ● Other duties to support the success of the OTD program (attending graduation, participating in school or university events, etc.)
B. Required Qualifications	
<p><i>List any certificates, licenses, academic degrees, or experience <u>required</u> to perform the duties of this position. Indicate if a combination of education and experience is acceptable.</i></p> <ul style="list-style-type: none"> ● NBCOT certified as an occupational therapist and eligible for licensure in Oregon (standard A.2.6) ● Earned doctorate in occupational therapy or a related field from an institution that is accredited by a USDE recognized regional accrediting body (standard A.2.7) ● A minimum of 2 years of documented clinical practice experience in the field of occupational therapy ● Strong organization and documentation skills ● Demonstrated clinical and disciplinary expertise (standard A.2.3) ● Excellent communication and problem-solving skills ● Solid community networking skills ● Demonstrated knowledge and/or experience working with and supporting the success of people who have diverse backgrounds, cultures, or languages. 	
C. Preferred Qualifications	

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Solid knowledge of ACOTE standards, particularly section B.1.0
- 3+ years of clinical practice experience in the field of occupational therapy
- Current member of AOTA
- 2+ years of previous teaching, research, and/or service experience
- History of scholarly achievement
- Experience with inter-professional collaboration and/or teaching inter-professional education
- Experience teaching neuro and/or neurological conditions rehabilitation or anatomy & physiology/human movement and/or physical rehabilitation for OT students

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- ACOTE accreditation standards and requirements, particularly section B.1.0
- Expertise in at least one defined area of occupational therapy practice (mental health, physical health, pediatrics, adults, gerontology)
- Expertise in at least one aspect of OT practice (in-patient, out-patient, community-based, emerging areas of practice, management of services, advocacy, private practice)

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input checked="" type="checkbox"/>	Purchase only with higher level approval	\$TBD

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		

<input type="checkbox"/>	Classified staff		
<input type="checkbox"/>	Unclassified staff		
<input type="checkbox"/>	Student Employees (average per term)		
<input type="checkbox"/>	Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

NA

Additional Information:

List any additional information that would help describe the nature of the position.

NA

Acknowledgement:

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

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		