



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Dean	9/3/2024
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 FTE	n/a
Department/Division	Work Location
College of Liberal Arts & Sciences	Monmouth Campus
Reports to	Position Number
Provost & VP for Academic Affairs	E99352
Incumbent	Reports to Position Number
	E99743

SUMMARY
Please provide brief summary of the position.
The Dean of Liberal Arts and Sciences serves as the academic leader and chief academic officer of the College of Liberal Arts and Sciences, playing a pivotal role in advancing the college's contributions to the university's strategic plan. This position involves direct supervision of eight division chairs, one unclassified staff member, and one classified staff member, ensuring effective management of the college's personnel and budget. The Dean guides and supports curriculum development, assessment, and program enhancement, advocating for the college's students, faculty, and staff. Representing the college on university committees, the Dean ensures alignment with the University's Strategic Plan and fosters collaboration among students, faculty, and staff both within the college and in the wider community.

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
25%	<u>Strategic Direction and Leadership:</u> <ul style="list-style-type: none"> Lead the college in effectively contributing to the success of the university strategic plan, including alignment of the college's strategic plan, goals, and initiatives with the broader objectives of the 	Essential

	<p>university, and driving efforts within the college to meet college and university strategic priorities.</p> <ul style="list-style-type: none"> ● Collaborate with other university offices, such as Advancement, Marketing, Admissions, Sponsored Projects Office, and Student Success and Advising, and ensure college offices and employees are also engaging collaboratively with other university offices. ● Manage curriculum and programs, in collaboration with faculty and division chairs, to ensure alignment with university and college strategic plans and resources. 	
25%	<p><u>Personnel management:</u></p> <ul style="list-style-type: none"> ● Recommend new and replacement positions. ● Budget and hiring authority. ● Ensure appropriate search processes in the college. ● Hire and review tenure-track and full-time non-tenure faculty (continuation reviews, tenure, promotion and post-tenure review). ● Perform annual reviews of division chairs and other direct reports. ● Route and respond to complaints (e.g., referring complaints to division chairs and/or compliance officers for investigation, investigating complaints, discipline). ● Manage conflicts either directly or through coaching of division chairs and other faculty/staff leaders. 	Essential
15%	<p><u>Budget management:</u></p> <ul style="list-style-type: none"> ● Operate college within budget and in compliance with university and state budget rules. ● Review overall college operations and budget annually, reallocating resources as needed to align with college and university goals and unit needs. ● Manage discretionary funds to support students, employees, program development, and other essential college functions. ● Prepare requests for annual budget process. 	Essential
15%	<p><u>Communication:</u></p> <ul style="list-style-type: none"> ● Communicate regularly with academic unit leaders about current issues in the college and university ● Seek input and feedback from faculty and students. ● Create opportunities for faculty, students and staff to learn about current issues in the college and contribute to the development of the college. ● Listen to and explore ideas and proposals for improving academic and/or organizational quality, access, efficiency and effectiveness. ● Oversee college information presented on websites and in written materials 	Essential
5%	<p><u>Process development and review:</u></p> <ul style="list-style-type: none"> ● Ensure compliance with academic, institutional, and state policies and regulations. ● Review existing academic and organizational processes and procedures for efficiency, fairness and regulatory compliance. ● Implement improved processes, as needed. ● Create and implement transparent processes for the allocation of resources (e.g., budgeting, scheduling, teaching loads). 	Essential

10%	Supervision: <ul style="list-style-type: none"> ● Division Chairs ● Administrative Assistant to the Dean ● Office Coordinator 	Essential
5%	Intra-institutional collaboration and governance or other projects as assigned by the Provost's Office.	Incidental

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 type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PhD or terminal degree in discipline within the college
Other (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Experience with complex budgets and financial statements.	3-5 Years	3-5 Years	
Experience with personnel management and effective hiring and retention practices	3-5 Years	3-5 Years	
Experience with data-informed decisions	3-5 Years	3-5 Years	
Record of teaching, scholarship, service appropriate for appointment as professor within the college.	NA, General Skill (i.e. Bilingual, etc.)		
Experience working collaboratively in a system of shared governance and with unionized faculty	Choose an item.	3-5 Years	
Demonstrated success securing external funding for institutional initiatives	Choose an item.	1-2 Years	
Experience in a 4-year public university environment	3-5 Years	Choose an item.	
Experience advancing diversity, inclusion,	3-5 Years	Choose an item.	

equity in higher education.			
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SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Knowledge of trends in higher education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Active listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Leadership experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Specific 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 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	<input type="checkbox"/>

	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.	
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 checked="" 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
	Administrative Assistant to the Dean	1
	Office Coordinator	1
	Division Chair	8
	Office Specialist I or II	0-2

*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 - School/College/Division
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	School/College/Division
Fiscal Responsibilities:	Budget Authority
Operating Budget (\$):	\$ 20 million
Grant Funding (\$):	\$
Number of Grants:	0
Foundation Funding (\$):	\$ 3000
Number of Foundation Funds:	1
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 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 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	<input type="checkbox"/> Occasional communication or interaction with angry or hostile people

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 25%
Work Schedule (if not typical or specified)	Significant overlap with M-F 8am – 5 pm, plus other hours as needed

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 and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
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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:			