

POSITION DESCRIPTION – Instructor

NAME: _____

EFFECTIVE DATE: _____

Position Summary: Assignment primarily related to teaching or other instructional tasks without significant expectation of scholarly accomplishment. *

Position Duties

80% – Student Related Activities: Activities that are directly related to the education and curricular achievement of students through instruction, assessment, and the curation of the curriculum/program. This includes, but is not limited to, the following:

- Teach regular undergraduate and/or graduate credit courses as assigned. This includes (if applicable) in-class activities, associated labs or field experiences, class administration, and regular office hours, in keeping with the highest professional standards for instruction.
- Develop curriculum and/or revise courses aimed at improving student success.
- Support accreditation or program reviews.
- Demonstrate sustained commitment to creating and maintaining an inclusive learning environment for all students.
- Foster student professional growth through advising, career path exploration, research opportunities, and/or writing letters of recommendation.

10% – Maintaining Currency: Activities that lead to personal investment and growth within an area of expertise (either the instructor's discipline and/or educational pedagogy). This may include, but is not limited to, any of the following:

- Maintain familiarity with recent developments in evidence-based instructional practices through literature review, workshops, conferences, or other activities.
- Maintain currency in the academic discipline through attendance and/or presentations at professional workshops, conferences, or other professional development venues.
- Share and contribute ideas, methods, and products connected to the discipline or profession within the program and campus.

10% – Service: Activities that demonstrate a willingness to engage in work that maintains, promotes, and/or enhances the mediation of processes related to the needs of the program, campus, university, and/or profession. This may include, but is not limited to, any of the following:

- Serve on program and university committees, including advising student clubs.
- Support program excellence through strategic planning, staffing, scheduling, and student recruitment efforts.
- Serve professional societies or community organizations.
- Participate in activities that increase equity, inclusion, and diversity such as search advocate training, diversity training, and/or mentoring students from underrepresented groups.
- Participate in outreach and engagement activities related to the academic program.

Equity, Inclusion, and Diversity: Oregon State University is committed to maintaining and enhancing its collaborative and inclusive community that strives for equity and equal opportunity. All faculty members are responsible for helping to ensure that these goals are achieved. Such contributions can be accomplished as part of teaching, currency, service, and/or other activities. They can be, but do not have to be, part of scholarly work. Faculty members' efforts to promote equity, inclusion, and diversity will be part of the review process.

* Activities that are not directly related to the quality of instruction and the educational experience of the students (i.e., administrative or non-instructional) can be exchanged with some set of duties, if mutually agreed upon by instructor and supervisor and does not lead to a workload significantly greater or less than 100% of the position.

Decision Making/Guidelines

This position provides input to decisions concerning course curriculum and program development in consultation with the program unit in Corvallis, as well as decisions related to the college and/or program governance at OSU-Cascades. The Dean of Academic Affairs, OSU-Cascades, oversees program approval and faculty promotion processes.

Printed Name - Faculty

Faculty Signature

Date

Dean of Academic Affairs

Dean Signature

Date

Actual Workload % Allocation by Academic Year

Academic Year	SRA	MC	Service	Notes	Faculty	Dean
2013-14						
2014-15						
2015-16						
2016-17						
2017-18						
2018-19						
2019-20						
2020-21						
2021-22						
2022-23						
2023-24						
2024-25						