

Currently faculty are not required to have position descriptions. However, Human Resource Services recommends providing faculty with position descriptions.

POSITION DESCRIPTION

POSITION TITLE:

Associate Professor/Title Code

POSITION NUMBER:

xxxxxx

APPOINTMENT STATUS:

Academic; permanent/temporary; 9/10/12 month; 100%

ORGANIZATION AND LOCATION:

College xxxxx – Department Name

REPORTS TO:

Identify position e.g., Chair of xxxx Department

Basic Function:

Describe basic function of position

DUTIES AND RESPONSIBILITIES: (note (E) indicates an Essential Function)

40% (E) Teaching

Two courses per semester.

Typical Teaching duties include: instructing students; preparing course material; interacting with students; developing and conducting tests; evaluating students including grading; establishing and keeping regular office hours; assisting students with questions and academic development.

40% (E) Research and Informal instruction

Plan and conduct experiments and related research directed toward ultimate publication, prepare articles for publication. Supervise graduate and /or undergraduate research assistants in conducting research projects and academic development.

15% (E) Service

Participate in college and university committees; evaluate research proposals and grants

5% other duties as assigned

Miscellaneous duties related to the Departmental, College and University missions; participation in faculty meetings.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to provide assistance with a high degree of customer service.

Ability to effectively handle multiple, complex issues effectively and in a timely manner.

Excellent interpersonal, written and verbal skills.

Demonstrated experience analyzing complex issues, conducting thorough and appropriate fact finding, reasoning logically, and articulating sound solutions.

Demonstrated collaborative work style.

Ability to establish and maintain effective working relationships with peers, co-workers, students, supervisors, and department heads.

Demonstrated ability to perform the essential functions of the job, with or without accommodation.

Commitment to Diversity – an understanding and appreciation of the benefits of a diverse workplace and the knowledge of how to shape processes and procedures that reflect and enhance the diversity of the WSU communities.

ESSENTIAL MENTAL COMPETENCIES

Mental Requirements:

Ability to reason logically and make sound decisions, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.

Ability to work effectively and efficiently in high stress and conflict situations.

Ability to deal simultaneously with multiple complex problems.

Physical Requirements:

Work is performed primarily in an office setting; however, some travel off-site may be required.

Ability to navigate uneven surfaces (i.e., yards, unpaved walkways or driveways) and access various types of buildings (i.e., stairs or narrow corridors).

Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU staff and the public—both in person and over the telephone.

Ability to bend, twist, stoop, carry and lift work materials weighing up to 20 pounds.

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Work Conditions:

Most of the work is performed in an office environment but interactions in employee workplaces are periodically necessary. This may be indoors or outside in any weather condition.

Intense emotional situations may exist which necessitate incumbent's ability to lend a calming influence and control.

Qualifications:

List required qualifications for position specifically educational and experience

Demonstrated effective interpersonal, written and oral communication skills;

Demonstrated ability to interact with large groups and individuals at all work levels;

Demonstrated sensitivity to and desire to promote diversity;

Demonstrated proficiency in the use of computers and software applications;

A record showing commitment to customer service and the application of appropriate flexibility in response to issues and opposing points of view is required.

Preferred Qualifications:

List desired qualifications

SIGNATURES:

This position description reflects Washington State University's best effort to describe the essential functions and qualifications for the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

_____ Date

_____ Date

_____ Date