The following position description guidelines are to be used by the College of Agricultural Sciences units when recruiting professorial-ranked faculty (tenured or tenure track, professor of practice, senior research and research associate positions). Recruiting units should check with OSU position description guidelines. At the time of recruitment position descriptions are entered into the OSU position description template and submitted to Compensation & Classification (C&C) at position.descriptions@oregonstate.edu for approval. The final approved position description is submitted by C&C to the Hovland Recruitment Team to be entered into People Admin (PA7) where the official record is maintained. The same process is required for updating position descriptions where the current, updated version is also maintained in PA7. All position descriptions should be signed by both the faculty member and supervisor.

POSITION DESCRIPTION

Name and rank, (title if appropriate):
Appointment:
FTE:

Position summary:

Applications are invited for a [9-month or 12-month], [FTE] [tenure-track, professor of practice, senior research or research associate] position at [rank, positions above Assistant require approved by Dean's office] in [title or discipline] in the [department or experiment station] of Oregon State University.

One to several paragraphs on the scope, mission, and expected impacts and outcomes of the position.

All Oregon State University faculty in the professorial ranks have a responsibility to engage in scholarship and creative activity. Scholarship is Intellectual work in research, teaching, or extension that is shared with peers in journals, in formal peer-reviewed presentations at professional meetings, or in comparable peer-evaluated forums.

The College of Agricultural Sciences is committed to enhancing student success by engaging students in quality academic, research, internships, global studies, and other experiential learning opportunities. Positions with primary responsibility for extension and outreach are likewise committed to learner success through programming appropriate for diverse audiences.

This position carries the general and specific responsibilities of a faculty member described in the Faculty Handbook and the promotion and tenure guidelines of Oregon State University. These include effective research and extension programs, demonstrable scholarship and creative activity, service contributions, and active professional development.
The incumbent must demonstrate a commitment to diversity, equity and inclusion through service or through specific job duties. Our commitment to diversity document provides guidance about how to incorporate diversity, equity and inclusion into position descriptions.

This faculty member will design, maintain and/or carry out programs to ensure that all people have equal employment opportunities and equal program participation opportunities regardless of race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, age, marital status, disability, or veteran's status.

**Decision Making Guidelines:** As appropriate

**Position Duties:**
All professorial-ranked faculty must have assigned duties (research, teaching, extension and outreach, or other) service, and scholarship in their position descriptions.

**Research and Scholarly Activities – (XX %)**
Include in this section:
- Mentoring of graduate research assistants or undergraduate researchers who contribute to your research accomplishments, including those for which you serve as major professor.
- This statement should be included in the research section for any position funded by AES at 20% or more: “Serve as an investigator on a USDA-NIFA Hatch collaborative or Hatch multistate project.”
- Maintain an externally funded research program that adheres to OSU's requirements for research integrity, compliance and safety.
- Research is expected to lead to scholarly outcomes, including refereed journal articles, oral and poster presentations, abstracts and proceedings of professional meetings.
- Description of research management duties such as grant applications, compliance, budget management, and supervision if not listed below, etc.

**Teaching and Advising – (XX %)**
Include in this section:
- Assigned courses—the number of courses and total student credit hours should align with unit guidelines on teaching loads.
- Advising of undergraduate students.
- Serving on committees of graduate students for which you are not serving as major professor.
- Serving as faculty advisor of student clubs.

**Extension and Outreach – (XX %)**
Faculty with formal Extension responsibilities will show this category as their major effort and should specify the expected scholarly outcomes in this section.

The outreach program is expected to lead to scholarly outcomes including, but are not limited to:
- Discovery, creativity, integration, research, and applications communicated and validated through regional, statewide, national, or international peer-reviewed or peer-refereed publications, as appropriate.
• Communication and validation of scholarship through presentations at professional meetings.
• Development and communication of innovative educational materials and effective teaching methods that meet clientele needs, with materials, methods and outcomes.

For faculty without an Extension appointment, an Outreach section can be included to account for professionally relevant interactions with the “public”. If this effort is less than 5%, outreach should be included in “other assigned duties”

Other assigned duties – (XX %)
These may include:
• Supervision (5 to 10%) is a common assigned duty for faculty who supervise faculty research assistants, classified employees, or postdocs.
• Special assignments such as museum curation; facilities management; website, social media or unit communications; etc.
• Other duties that don't make up 5% of effort, such as serving on graduate student committees for a faculty member who doesn't have any other duty that fits in “teaching and advising.”
• Professional development (could also be combined with service).

Service – (XX %)
Activities in support of the University and its units, or the Profession. Expected of all Faculty. Usually 1-10%, depending on rank, but some faculty may have increased service expectations based on college or unit needs, especially in the area of diversity, equity and inclusion.

Scholarship – (XX %)
Scholarship, defined by OSU is intellectual work whose significance is validated by peers and which is communicated, may result from any of the assigned duties. For positions where the “research and scholarly activities” section above is not analogous with scholarship, position descriptions must designate the proportion of time allocated to scholarship.

*Note: The percent effort for the italicized sections of “Position Duties” should sum to 100%. The % FTE allocated to Research, Teaching and Extension should align with the budget lines funding the position.

Required Qualifications:
Commitment to promoting and enhancing diversity, equity and inclusion.

Preferred Qualifications:
Life experience, education, or training that broadens capacity to equalize student success or impact underserved audiences. (For positions with Extension or teaching duties)
Examples of Text used in PDs

Decision Making Guidelines:
The incumbent is responsible for all decisions regarding program management, including expenditure of funds, supervision of personnel, mentorship of students, and maintenance of a safe working environment. Decisions to initiate major new programs are reviewed by the Department Head (or Branch Experiment Station Director). Participates in academic curriculum development and delivery. Participates in decision making in departmental, college, and university committees. All decisions made according to Departmental and OSU Policies and Procedures.

Position Duties:

Research – (XX %)
Develop and maintain an externally funded program conducting original and independent research and training in ___ that is relevant to the agricultural or natural resource interests of Oregon. Scholarship must be based on a high level of professional expertise, must give evidence of originality, must be documented and validated through peer review, and must be communicated in appropriate ways so as to have impact and significance beyond the University. Activities include, but are not limited to: success in seeking competitive grants and contracts, peer reviewed publication of scientific research, development of scientific technologies/methodologies, and integration of knowledge leading to new interpretations.

Teaching and Advising – (XX %)
Contribute to undergraduate/graduate student teaching in the ___ program. Participate in graduate or undergraduate level seminars, workshops, guest lectures, and/or discussion groups. In addition to formal coursework, provide mentorship to graduate students in their advanced degree programs and undergraduate students in experiential learning projects. Demonstrate a commitment to diversity and inclusion, including efforts promoting equitable outcomes among learners of diverse and underrepresented identity groups.

Extension and Outreach – (XX %)
Develop an extension presence; start and maintain applied research in support of extension activities:

- Conduct needs assessments and work collaboratively with other faculty, agricultural stakeholders, community partners, and state and federal agencies to establish a robust Extension program that meets the needs of Oregon’s diverse cropping systems, agroecosystems and environments.
- Collaborate with area field crops, forages, horticulture and livestock faculty to coordinate and make available Extension programs related to ___ techniques, such as ___.
- Conduct applied research on ___ to improve ___, sustain agricultural production, and enhance ___.
- Develop and update educational materials and products on best management practices based on ___ as part of the tools for period trainings for field Extension faculty.
• Utilize appropriate communication channels including websites, social media, publications, electronic messaging, workshops, field demonstrations and noncredit courses as ways to reach target audience across Oregon and PNW.
• Provide leadership for Extension agriculture work groups related to ___ and work with neighboring states for multi-state collaborative projects and trainings.
• Obtain local, regional and national funding and utilize fee-based programming and cost-recovery methods to support ___ research and Extension programs.
• Participate routinely in the evaluation of the quality and impact of educational programming that is provided to audiences and report outcomes in Digital Measures reporting software.

The faculty member is expected to publish results in peer-reviewed journals and transfer information to industry audiences through extension and industry publications. These findings will also need to be presented at grower meetings and field days.

Other assigned duties – (XX %) These may include special assignments such as museum curation; website, social media or unit communications; facilities management; etc.

Service – (XX %)
Faculty are expected to be collegial members of their units, and to perform appropriate service that contributes to the effectiveness, diversity and inclusiveness of their departments, colleges, the University, and their professions. University service includes serving the University-wide community of research, teaching, and extension faculty including development of community resources. Professional service includes, but is not limited to, reviewing manuscripts for journals and proposals for national funding agencies, and involvement in professional organizations.