



PART-TIME FACULTY POSITION FACULTY—ENGLISH

POSITION SUMMARY

Part-time English faculty members are primarily expected to teach first-year writing courses. Additional writing and literature courses may be available and will be assigned by area of expertise. The teaching load is a minimum of 3 credit hour equivalencies per semester. Part-time faculty are expected to provide student-centered instruction in all courses, foster a climate of effective learning, and participate in the planning and implementation of programs.

ESSENTIAL RESPONSIBILITIES

- Teach a minimum of 3 credit hour equivalences per year.
- Provide student-centered instruction in all courses.
- Foster a climate of effective learning.
- Design means of evaluating and improving the teaching/learning process in the classroom.
- Pursue professional development and growth.
- Review and develop curricula.
- Participate in program assessment activities.
- Participate in program and College accreditation activities.
- Submit required reports to appropriate offices.
- Attend scheduled program meetings and maintain regular office hours.
- Develop plans for the use of equipment, instructional aids, and supplies.
- Support the mission and objectives of the College.
- Assume other work-related responsibilities as assigned by the Department Chair, the Vice President for Academic Affairs, or the President or his/her designee as needed to meet the needs of the College mission.

MINIMUM QUALIFICATIONS

M.A. in English or closely related field, with a strong record of teaching first-year composition and demonstrated success in teaching diverse student populations.

DESIRED QUALIFICATIONS

Ph.D. in English or closely related field. An experienced teacher with a portfolio that includes first year composition. Experience in teaching professional and technical writing is desired. Interest in multiple classroom literacies, learning differences, or writing program administration is welcome.

ESSENTIAL FUNCTIONS

- General office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional

communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

APPLICATION MATERIALS

- Curriculum Vitae/Resume
- Cover Letter

TO APPLY

Please complete the online job application and include application materials as attachments. When you have completed the online application, your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.