



JOB DESCRIPTION

TITLE: English Faculty Member
DEPARTMENT: Liberal Arts Department
REPORTS TO: Provost
SUPERVISES: None
STATUS: Full-Time
CLASSIFICATION: Exempt

MISSION STATEMENT: *"Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

OUR CORE VALUES: *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

POSITION SUMMARY:

Full-time English faculty members are expected to teach a combination of writing and literature courses, determined by their area of expertise. The teaching load is a minimum of 24 credit hour equivalencies per year, and generally includes a combination of lower and upper division courses. Full-time faculty are expected to provide student-centered instruction in all courses, provide direction and climate for effective learning, and participate in the planning, implementation, and assessment of programs. Villa Maria College also expects full-time faculty to participate in departmental and College-wide service, recruitment, and pursue professional development and growth. Full-time faculty are expected to teach existing courses in first-year composition as well as develop new courses in their area of specialization that would contribute to a potential writing studies major.

ESSENTIAL RESPONSIBILITIES:

- Teach a minimum of 24 credit hour equivalences per year.
- Provide student-centered instruction in all courses.
- Provide direction and climate for effective learning.
- Design means of evaluating and improving the teaching/learning process in the classroom.
- Pursue professional development and growth.

- Review and develop curricula.
- Serve as academic advisor to students.
- 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.
- Assist in the development of grant materials relevant to the faculty member's role and duties at the College.
- Assist in the preparation of program and recruitment materials and participate in recruitment activities.
- Participate in program advisory council activities and meetings.
- Review and update specific program library holdings.
- Assist the Department Chairperson in carrying out program administrative duties, including program course scheduling; interviewing and hiring part-time faculty members; preparing and monitoring program budgets, conducting program reviews, and others.
- Serve on committees of the College.
- Assist and participate in any other activities related to the respective program.
- Assist the Department Chairperson in assessing the effectiveness of the program.
- Support the mission and objectives of the College.
- Assume other work-related responsibilities as assigned by the Department Chair, the Provost, or the President or his/her designee as needed to meet the needs of the College mission.

QUALIFICATIONS:

- Minimum: Ph.D. in English or closely related field, with a strong record of teaching first-year composition and demonstrated success in teaching diverse student populations.
- Preferred: 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.

WORK ENVIRONMENT:

General classroom environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the classroom. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

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.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or 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.

Salary Range: \$47,000-52,000