

## Instructor, English (Ref: CAS-INSTEng)

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**Summary:** The English Department at Queens University of Charlotte invites applications for the position of non-tenure track instructor in Composition and Rhetoric, beginning August 2019. This position supports the University's First Year Writing Program. The successful candidate will teach 24 load hours (a 3-3 load), contributing to a two-course sequence which serves as a foundation for writing across disciplines and will offer at least one General Education course in their area of expertise. This is a one-year position with the possibility of renewal.

Review of applications will **begin on April 29th** and continue until the position is filled.

*This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

### **SEE PAGE 2 for POSTING INSTRUCTIONS**

#### **Essential Duties and Responsibilities**

- Demonstrate a commitment to excellence in undergraduate teaching.
- Participate in curriculum design and evaluation of course and program student learning outcomes.
- The position carries some responsibility for committee work: members of the First Year Writing Program participate in program assessment and development, as well as collaborative projects with colleagues across units/disciplines.
- Advise students by reviewing the student's proposed academic program and developing a coherent program of study which will satisfy degree requirements.
- Prepare or assist in the preparation of course material for the assigned course load including appropriate content, design and implementation of teaching strategies, learning experiences, and methodology for evaluation of student learning.
- Perform service for the department, university and the greater Charlotte community.
- Participate in faculty meetings and taking on service responsibilities that assist and promote the English department, the College of Arts and Sciences and Queens University.
- Represent Queens University of Charlotte at all times in a professional and positive manner.
- Support university strategic plans and priorities and admissions initiatives.
- Teaching load is 12 contact hours per semester a 3-3 load.

#### **Non-Essential Duties:**

- Other duties and special projects may be assigned to meet school and university needs.

### Experience, Knowledge and Skills Required

- An M.A. or M.F.A. in English or a related field. A terminal degree in Composition, Rhetoric, and/or English studies is preferred.
- Demonstrated excellence in teaching composition, argument, and rhetoric at the collegiate level
- Aptitude for working with both traditional and post-traditional students
- A keen understanding of composition pedagogy; preference given to candidates with prior undergraduate teaching experience.
- The ability to provide academic and career advising to students.
- The ability to connect with students at all levels of proficiency.
- Knowledge of effective and innovative teaching methods.
- Passion for undergraduate education for traditional and post-traditional adult students.
- The ability to make connections across disciplines.
- The ability to make connections with the community on behalf of students and the university.
- Knowledge of program assessment, curriculum design, implementation, and evaluation.
- Willingness and ability to teach evening and/or weekend courses to accomplish objectives of the position.

Queens values campus diversity and demonstrates this in campus initiatives; we encourage members of historically under-represented groups to apply for positions, and we seek candidates who will contribute to the climate and body of diversity at the university.

### Application Process

Review of applications will begin on **April 29, 2019** and continue until the position is filled.

Qualified candidates should submit via email to [hr@queens.edu](mailto:hr@queens.edu) the following:

- (1) a cover letter,
- (2) current resume or curriculum vitae,
- (3) a teaching philosophy statement,
- (4) contact information for two references

Be sure to include "**REF: CAS-CAS-INSTEng**" and **YOUR NAME** in your email subject line.

**(Example:** REF: CAS-CAS-INSTEng, Robin Weber)

Only candidates who best match the requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted, or when a sufficient candidate pool is identified. Due to limited staff resources, phone calls cannot be accepted or returned.

### **About Queens**

Queens is a private, co-ed, Presbyterian-affiliated university with 2,600 undergraduate and graduate students. It operates the College of Arts and Sciences, the McColl School of Business, the Wayland H. Cato Jr. School of Education, the James L. Knight School of Communication, and the Andrew Blair College of Health, and the Presbyterian School of Nursing. Queens may be found at <http://www.queens.edu>.

Queens offers medical, dental and vision insurance, domestic partner benefits, defined contribution retirement plan and supplemental retirement plan, tuition remission, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), long-term disability leave, paid Parental Leave, FMLA leave upon eligibility, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free fitness center access.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2297 or [hr@queens.edu](mailto:hr@queens.edu).

### **Physical Requirements of the Position** *(with or without reasonable accommodation)*

- **Eye-Hand Coordination:** Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, laboratory equipment, copier, calculator and other office equipment.
- **Talking:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

- **Repetitive Motion:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- **Average Hearing:** Able to hear average or normal conversations and receive ordinary information.
- **Average Visual Abilities:** Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Physical Strength:** Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

### **Working Conditions**

Work is performed in classrooms and in offices involving contact with students, faculty, staff, parents, service providers and vendors. Work has deadlines, multiple interruptions, high volume, and may be stressful at times. Work may involve teaching evening and/or weekend courses to accomplish objectives of the position.

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.