



## JOB DESCRIPTION

**TITLE:** Adjunct Faculty for Introductory Composition (Department of Literature & Languages)

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** May 11, 2022

**REPORTS TO:** Chair of Literature & Languages Department

**FLSA:** Exempt

### POSITION SUMMARY:

The Introductory Composition Program at Heritage University, within the Department of Literature & Languages, seeks part-time instructors to teach introductory composition courses such as ENG 99a (Pre-College Writing Skills I), ENG 99b (Pre-College Writing Skills II), ENG 101 (English Composition I), and ENG 102 (English Composition II) as well as a variety of one-credit "Writing Studio" classes.

Our mission at Heritage University is to empower a multicultural and inclusive student body through transformational, student-centered learning. As such, all degree-seeking students at Heritage University take introductory composition courses designed to develop college-level research and writing skills. These courses, which serve first-year students as part of the university's General Undergraduate Course Requirements, offer innovative learning in traditional academic essays, multimodal composition, media literacy, and visual rhetoric. Currently, our faculty members are collaborating to improve curriculum and instruction that focuses on developing a "translingual" approach to teaching composition.

Our department actively supports collaboration, mentorship, and continuing professional development. Adjuncts are eligible for, and encouraged to participate in, various professional development opportunities within our department, college, and university. Adjuncts have full access to our library facilities.

This position is not eligible for benefits.

### PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

1. Teaching Introductory Composition courses consistent with established syllabus approaches that adopt "translingual" pedagogies and learning outcomes;
2. Taking full responsibility for teaching in a classroom environment;
3. Meeting with students and providing academic assistance outside of normal class hours and demonstrate a willingness to motivate students for academic success;
4. Grading and evaluating student work in a timely manner and contributing to assessment of Program Learning Outcomes;
5. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.

We have a limited number of courses that are offered in online formats.

### OTHER DUTIES AND RESPONSIBILITIES INCLUDE:

1. Upholding the Heritage University mission and core values;
2. Representing Heritage University in the most positive manner with prospective, former, and current students we serve;
3. Interacting effectively with a diverse group of faculty, staff, and students;
4. Learning and using operating systems of the department and Heritage University;

### REQUIRED QUALIFICATIONS

1. A Ph.D. (preferred) or Master's degree from an accredited institution in one of the following fields: composition studies; rhetoric and composition; digital rhetoric; second-language, ESL, or applied linguistics; education; creative writing; or related field
2. Experience teaching university-level composition, creative writing, or ESL/EFL

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. A strong commitment to excellence in teaching activities
2. Experience teaching diverse groups of students, including expertise in instructional strategies for English language learners
3. Excellent written, verbal, and interpersonal communication skills as evidenced in application materials
4. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings
5. Demonstrated skill in using technology in assessment, teaching tools, and software such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat/Reader, and course management software
6. Ability to use library databases and bibliographic citation software
7. Experience with content-, theme-, and project-based teaching

**Heritage University Mission:** Heritage University empowers a multi-cultural and inclusive student body to overcome the social, cultural, economic and geographic barriers that limit access to higher education. Rooted in the homeland of the Yakama Nation, we embrace transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.

Heritage University is an equal opportunity/affirmative action employer, and considers all employment decisions without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran status, or any other prohibited basis.

**Interested and qualified applicants may submit  
Curriculum Vitae, Letter of Interest, and Three References to:  
[humanresources@heritage.edu](mailto:humanresources@heritage.edu)**

**or**

**Heritage University Human Resources Office  
3240 Fort Road Toppenish, WA 98948**

**Positions Filled on an As-Needed Basis Each Semester**