Heritage University invites applications for a Director of English Composition and faculty member (open rank) in Literature and Languages to begin in May 2023. The successful candidate will teach 24 semester credits per year (including the summer HU Academy developmental writing program) and have primary responsibility for designing, implementing, and assessing curricula for pre-college and first-year writing programs, including training and supervising writing instructors. Ph.D. or other terminal degree in English or related discipline with a specialization in Composition, Composition Pedagogy, Writing Theory, Rhetoric and Composition, or a similar field is preferred. However, candidates enrolled in or pursuing a terminal degree are encouraged to apply. Successful candidates will have a demonstrated commitment to working with diverse student populations, promoting cultural safety and equity, and exhibiting innovative approaches to teaching, undergraduate research, and advising. The position is under the direction of the Literatures and Languages Department Chair.

Heritage is a small, private, rural college located within the Yakama Nation, the largest Native American Reservation in the Pacific Northwest, and 20 miles south of the city of Yakima. Heritage is a federally designated Hispanic-Serving Institution (HSI) and Native American-Serving, Non-Tribal Institution (NASNTI). As a mission-driven university with a culturally diverse student body, Heritage embraces “transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.” We strongly encourage applications from members of underrepresented groups as well as individuals who have a demonstrated commitment to working collaboratively with faculty, staff, and students to build equitable and diverse scholarly environments. Candidates should demonstrate how they will contribute to Heritage University’s mission and its dual emphases on student empowerment and justice.

Candidates should submit a cover letter, vita, and unofficial transcripts in a single pdf file to humanresources@heritage.edu. In addition, they should arrange for three confidential reference letters to be sent to the same email address.

Priority consideration will be given to applications received by December 14, 2022. But applications will be accepted until the position is filled. Semi-finalist interviews will be conducted by Zoom in January. On-campus
finalist interviews will be conducted in February. Please contact Blake Slonecker, Chair of Humanities, with questions at slonecker_b@heritage.edu. Heritage University is an Equal Opportunity Employer fully committed to developing a diverse faculty and campus community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and others; learns and uses operating practices of the department and Heritage University.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.

4. Designs, implements, and assesses innovative, research-based pre-college and first-year writing and reading curriculum with sensitivity to first-generation college students and Generation 1.5 language learners.

5. Hires, trains, and supervises writing instructors in coordination with the Literature and Languages Department Chair or provost.

6. Teaches composition pedagogy at the undergraduate and graduate levels for future writing instructors.

7. Oversees and coordinates English placement strategies in coordination with the provost and other departments. Supervises placement test readers. Evaluates and makes recommendations on current and potential placement strategies.

8. Collaborates with the Writing Center to prepare tutors on composition curriculum design and expectations. Assists in training and selecting tutors to work as Teaching Assistants for HU Academy, co-requisite, or other embedded tutoring opportunities in composition courses.

9. Lead the HU summer English Academy/College Preparation. Hires, trains, and supervises HU Academy Teaching Assistants. Prepares and negotiates grant and institutional budgets for pre-college programs.

10. Prepares and oversees marketing materials for pre-college and first-year writing programs.

11. Teaches courses in the department and works collaboratively on course work design, assessment, and program review.

12. Participates in various University committees, especially those that relate to the primary responsibilities of this position.

13. Collaborates with Financial Aid, Admissions, Advising, Registrar, and other departments to stay current with policies and procedures that shape the matriculation of incoming students.

14. Meets with students individually; responds to questions or concerns of students; and follows up with students as needed about composition programs and requirements.
15. Prepares and maintains reports, records, and files related to pre-college and first-year writing program outcomes.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ph.D. or other terminal degree in English or related discipline with a specialization in Composition, Composition Pedagogy, Writing Theory, Rhetoric and Composition, or a similar field preferred. However, candidates enrolled in or pursuing a terminal degree will be considered.
2. Experience and/or training to teach a range of writing courses at various levels including pre-college writing and reading.
3. Experience and expertise in instructional strategies for English language learners and first-generation college students.
4. Relevant experience in training and supervising writing instructors and teaching future writing teachers.
5. Excellent written, verbal, and interpersonal communication skills.

APPLICATION INFORMATION AND DEADLINE: for priority preference please apply before December 14, 2022

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies or unofficial transcripts acceptable for initial screening)
- Three confidential reference letters (names, addresses, & phone numbers of 3-5 current professional references).

To apply, please email materials to Humanresources@heritage.edu or mail to Heritage University, Office of Human Resources, 3240 Fort Road Toppenish, WA 98948.