



## JOB DESCRIPTION

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

**COLLEGE/SCHOOL/DEPT:** Arts & Sciences

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

**FLSA:** Exempt

**SALARY:** See Scale Below

### POSITION SUMMARY:

The Introductory Composition Program at Heritage University, within the Department of Literature & Languages, seeks part-time instructors to teach introductory composition courses (3 credits), 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.

### 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 other customers of our services, 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. Teaching Introductory Composition courses consistent with established syllabus approaches that adopt "translingual" pedagogies and learning outcomes.
5. Taking full responsibility for teaching in a classroom environment.
6. Meeting with students and providing academic assistance outside of normal class hours and demonstrate a willingness to motivate students for academic success.

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7. Grading and evaluating student work in a timely manner and contributing to assessment of Program Learning Outcomes.
8. Performs other functions as necessary or as assigned. *(Last item listed on this section)*

Online courses are limited.

**QUALIFICATIONS:**

- 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
- Experience teaching university-level composition, creative writing, or ESL/EFL
- A strong commitment to eAAxcellence in teaching activities
- Experience teaching diverse groups of students, including expertise in instructional strategies for English language learners.
- Excellent written, verbal, and interpersonal communication skills as evidenced in application materials.
- Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
- 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.
- Ability to use library databases and bibliographic citation software.
- Experience with content-, theme-, and project-based teaching

**PAYSCALE FOR UNDERGRADUATE ADJUNCT TEACHING**

<b>UNDERGRADUATE COURSEWORK</b>		
<b>TERMINAL DEGREE</b>	<b>with a MASTER'S degree</b>	<b>with a DOCTORAL degree</b>
<b>CLASS SIZE</b>		
<b>20+ Students</b>	<b>\$1200 per Cr. Hr.</b>	<b>\$1250 per Cr. Hr.</b>
<b>7 TO 19 STUDENTS</b>	<b>\$900 per cr hr</b>	<b>\$950 per cr hr</b>
<b>3 TO 6 STUDENTS</b>	<b>\$600 per cr hr</b>	<b>\$600 per cr hr</b>

**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.

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

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.