



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Faculty, Introductory Composition</b>
<b>DEPT:</b>	Arts & Sciences; Literature and Languages
<b>REPORTS TO:</b>	Literature and Languages Chair
<b>FLSA:</b>	Exempt (Term-Ranked, 9-Month Contract)
<b>SALARY:</b>	\$59,588 - \$64,000 <i>(Commensurate with education and experience)</i>

### Position Summary:

Heritage University invites applications for a faculty member to teach introductory composition beginning in August 2026. The successful candidate will teach 12 credit hours per semester, including Pre-college Writing Skills II (ENG 99B), Enhanced Composition Support (ENG 100C), English Composition I (ENG 101), and English Composition II (ENG 102). Successful candidates will have a demonstrated commitment to working with diverse student populations, promoting cultural safety and equity, and exhibiting innovative approaches to teaching. We are particularly interested in candidates willing to work collaboratively with current faculty to enhance and support the continued development of our shared curriculum.

Heritage is a small, private, rural college located within the Yakama Nation, the largest Indian 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 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 emphasis on student empowerment and justice.

The Heritage University [Center for Intercultural Learning & Teaching \(CILT\)](#) supports faculty development in teaching and advising and the Composition Program will provide guidance and mentorship to support new faculty in developing their pedagogy and scholarship in the field of writing studies.

### 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, learn and use 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. Teaches undergraduate introductory composition courses that are consistent with established shared curriculum, assessments, syllabi, and learning outcomes.
5. Prepares and adapts course materials such as classroom activities, scaffolding assignments, and course resources to foster an innovative and effective classroom environment for adult learners.
6. Evaluates and gives timely feedback on students' coursework; documents and communicates students' grades in a manner consistent with established departmental approaches.

7. Meets with students and provides academic assistance and support outside of scheduled class hours; demonstrates a willingness to motivate students for academic success
8. Collects and analyzes data for program and university assessment.
9. Maintains student attendance records, grades, and other required records in the course management and information systems.
10. Initiates, facilitates, and moderates effective and respectful classroom discussions.
11. Develops and utilizes technology and multimedia course materials to support in-person, hybrid, and online courses (as needed), as well as outreach efforts and other responsibilities.
12. Performs administrative duties as needed.
13. Collaborates with colleagues to contribute to curriculum and program development and to address teaching and research issues.
14. Participates, as needed, in student recruitment, registration, and placement activities.

**Knowledge, Skills, and Experience:**

- PhD or master's degree from an accredited institution in: composition or writing studies; rhetoric and composition; digital rhetoric; second-language, ESL, or applied linguistics; English education; creative writing; or related field.
- Strong interpersonal, organizational, and oral and written communication skills.
- Previous successful work experience with culturally diverse populations preferred.

**Other Duties and Responsibilities:**

- Participate in program and departmental meetings and other university-wide activities/committees.
- Other duties as outlined in the Faculty Handbook.

**BENEFIT PACKAGE** (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** *Priority consideration will be given to complete applications received by May 15, 2026. Review of complete applications, with items listed below will continue until the position is filled.*

- Cover letter (please address all position qualifications – required and preferred)
- Vita/Resume
- Teaching Statement
- Diversity Statement
- Unofficial Transcripts
- Three (3) Reference Letters
- HU Employment Application Link: [HU Application](#)

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or  
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*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.*