



Job Posting Details Visiting Assistant Professor of Technical/Professional Writing
Job Requisition R-036935 Visiting Assistant Professor of Technical/Professional Writing (Open)
Job Family Faculty
Start Date 04/14/2021
End Date
Worker Sub-Type Faculty
Location Stephenville TARLETON
Time Type Full time
Locations
Supervisory Organization 04131110 English & Languages (Chris Morrow)

Description

Description **Job Title** Visiting Assistant Professor of Technical/Professional Writing

Agency
Tarleton State University

Department
English & Languages

Proposed Minimum Salary Commensurate

Job Location Stephenville, Texas

Job Type Faculty

Job Description
Proposed hire date is September 1, 2021. Hiring is contingent upon current budget environment.

Primarily responsible for the teaching/learning process and will also participate in the necessary operations of the institution.; Work hours: Mon-Fri; 8 AM-5 PM or as work and teaching requirements indicate. This is a one-year position with a 4/4 load for a technical or professional writing specialist. The successful candidate will be able to teach introductory and advanced undergraduate technical writing courses and graduate courses in technical and professional communication in face-to-face and online settings.

Essential Duties and Responsibilities

80% Teaching and Service: Develop, implement and review effective teaching/learning processes, incorporating appropriate methodology, technology and other tools; Remain current in discipline and update course content when appropriate to reflect current levels of student knowledge in the discipline; Develop a system for ongoing evaluation of both teaching and learning, including expectations of student competency and student learning outcomes; Work in partnership with immediate supervisor through a formal system of evaluation of instruction to identify strengths and weaknesses and identify professional development activities to improve student learning. May be required to teach at other campuses or on-line. Maintain appropriate schedule of office hours for student access and inquiry; Work in partnership with student success personnel on student advising and orientation. Participate in institutional service roles such as but not limited to, college committees, club sponsorship, advisory committees, student/faculty recruitment and mentoring of new and part-time faculty.

20% Research, Scholarship and Creative Activity: Demonstrate a record of ongoing research, scholarship or creative activity appropriate to your academic discipline.

Minimum Requirements

Earned doctorate/terminal degree approved by the University and recognized by the Southern Association of Colleges and Schools Commission on Colleges with appropriate academic credentials verified by Tarleton's faculty credentialing processes.



PhD in technical communication, technical writing, or professional communication and ability to teach proficiencies in Microsoft Office and Adobe Creative Suite are required.

Knowledge, Skills and Abilities

Individuals who can also teach first-year composition and sophomore literature are encouraged to apply.

Demonstrated ability in the discipline and show clear promise of teaching excellence as evidenced in evaluation by peers, department head, and college dean.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.