

Visiting Assistant Professor of English Rhetoric/Composition

Posting Details

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Indiana University's non-discrimination statement is found in policy UA-01 at <http://www.policies.iu.edu>. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. The address for Indiana University's Title IX Coordinator is: 400 E. 7th Street, Poplars 833, Bloomington, IN 47405. The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online at <https://protect.iu.edu/police-safety/annual-reports/index.html> You may also request a physical copy by emailing IU Public Safety at iups@iu.edu or by visiting IUPD

Title	Visiting Assistant Professor of English Rhetoric/Composition
Appointment Status	Non-Tenure Track
Department	IU South Bend English
Position Summary	<p>Visiting Assistant Professor in Rhetoric/Composition with a specialization in Professional/Business Writing</p> <p>The English Department at Indiana University South Bend invites applications for a one-year Visiting Assistant Professor in Professional and Business Writing. The position begins August 1, 2020.</p> <p>A Visiting Assistant Professor teaches four courses per semester and participates in program development and departmental committee work. Fall 2020 courses will be taught in online/hybrid format; spring 2021 semester course format will be determined in accordance with Indiana University guidelines, with the possibility of in-person teaching.</p> <p>IU South Bend is a regional campus of Indiana University with the resources and outstanding benefits of a premiere university in a smaller setting. Indiana University South Bend is committed to excellence through diversity. Of over approximately 5,214 students, 25% self-identify in a minority group. Candidates who have mentored minority student populations or other underrepresented groups are encouraged to highlight such efforts in the application. IU South Bend's 2014-2020 strategic plan includes a commitment to advance diversity and open-mindedness and to create a civil, welcoming, and caring culture for all. Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin,</p>

Commented [MOU1]: Visiting professor indicates that the position is temporary

Commented [MOU2]: Non-promotional position

Commented [MOU3]: IU has several campuses, so when researching, make sure to focus on this specific one

Commented [MOU4]: They're looking for a technical writer, and it's the first information listed; therefore, it's the most important

Commented [MOU5]: Term, non-tenure track, non-promotional, contractual

Commented [MOU6]: non-traditional timeline

Commented [MOU7]: despite the non-tenure track status, the employee would be completing some tenure-similar work

Commented [MOU8]: ensuring familiarity with digital teaching

Commented [MOU9]: this position may not be/remain fully remote

Commented [MOU10]: benefits are not listed but could be found on the HR website

Commented [MOU11]: keyword; they want hires to have these same values

Commented [MOU12]: very specific information; they're using a lot of their word count to emphasize this commitment

	<p>disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. See Indiana University's Notice of Non-Discrimination here which includes contact information.</p> <p>If you have a disability and need assistance with an application, special arrangements can be made to accommodate most needs by contacting Academic Affairs at: (574) 520-4183.</p>
Basic Qualifications	<p>Applicants must have a PhD in Rhetoric/Composition with a specialization in Professional Writing or closely related field. Experience teaching Business Writing preferred. Interest in curriculum and program development desirable.</p>
Department Contact for Questions	<p>Please contact Professor Jake Mattox, Search Committee Chair, at arnichmo@iusb.edu for questions.</p>
Additional Qualifications	
Salary and Rank	
Special Instructions	<p>Please submit:</p> <p>At TRANSCRIPT, unofficial transcripts; official transcripts will be required of final candidates</p> <p>LETTER OF APPLICATION addressing degree training and teaching experience</p> <p>At WRITING SAMPLE a short (5-10 page) sample of your academic writing. On the title page of the writing sample, in addition to your name, include the original source (for example, "excerpt from dissertation") and original date of composition.</p> <p>At OTHER attach any additional documents you feel would benefit your application</p>
For Best Consideration Date	07/22/2020
Expected Start Date	08/01/2020

Commented [MOU13]: various legal information to ensure applicants of their eligibility and employability

Commented [MOU14]: requiring PhD in hand rather than ABD

Commented [MOU15]: preferred experience

Commented [MOU16]: desirable experience

Commented [MOU17]: contact information; committee chairs may or may not be in the department they're hiring for, so they are worth looking up

Commented [MOU18]: no salary listed; typically state schools post employee salaries online, so it should be easy to find a database and some comparatives for visiting professors

Commented [MOU19]: document requirements

Commented [MOU20]: creating a pdf of these from your pipeline account would be sufficient

Commented [MOU21]: another description for "cover letter"

Commented [MOU22]: not even a full-length article; a conference paper or excerpt may be sufficient here

Commented [MOU23]: follow instructions carefully

Commented [MOU24]: reviewing the summary can help discern what other documents might support the application such as a teaching philosophy, personal diversity statement, teaching portfolio, or technical writing portfolio

Commented [MOU25]: the consideration date and start date are very close together, so they're trying to hire quickly. This could indicate a desire for a local hire or an intention to hire a current PhD student who is finishing up their dissertation

OAA #

SB-2020001

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?
- Personal Contact: At Professional Meeting or Conference
 - Personal Contact: Direct Contact by Search Committee
 - Personal Contact: Referred by colleague or advisor
 - Announcement: Chronicle of Higher Education
 - Announcement: IU Bulletin for Academic Appointees
 - Announcement: Other Journal or Magazine
 - Announcement: Other Website

Applicant Documents

Required Documents

1. Curriculum Vitae
2. Letter of Application
3. Writing Sample
4. List Of References
5. Transcript

Optional Documents

1. Other

Commented [MOU26]: this document was not listed above, but it is listed here. The CV would need to be modified to emphasize digital teaching ability and commitment to diversity

Commented [MOU27]: another document listed here but not listed above. References would be need to be chosen to specifically highlight committee work, teaching ability, and commitment to diversity