



**JOB TITLE:** Adjunct Professor of English

**REPORTS TO:** Division Coordinator and Academic Dean

**DEPARTMENT:** Humanities

**START DATE:** June 1, 2022

**CLASSIFICATION:** Online Only – Fall 2022

**General Function:** Develop ENG 225; Teach ENG 225. This adjunct position contract begins in Summer 2022 to develop the ENG 225 course, in conjunction with Andrew College directives and under the supervision of the Division Coordinator. The Adjunct Professor of English will then be contracted to teach the online course in Fall 2022: October 7, 2022-December 2, 2022. The course is as follows:

**ENG 225:** African American Literature. A survey of major African American writers requiring at least three major compositions, including a literary research paper. *Prerequisites:* ENG 112

**Duties and Responsibilities as Adjunct Faculty in Summer 2022:**

- Develop the ENG 225 course in conjunction with Division Coordinator.

**Duties and Responsibilities as Adjunct Faculty in Fall 2022:**

- Provide instruction including classroom management, and administrative tasks that will include reports, syllabus and lesson plan development.
- Maintain a Canvas shell for the class; enter attendance
- Prepare and/or maintain current course syllabi for courses taught.
- Ensure that course is taught in accordance with the established syllabi and grading systems.
- Recommend for approval adequate instructional materials for course.
- Mentor students.
- Follow Andrew College *Faculty Handbook* and *Policies and Procedures Handbook*.

**Minimum Requirements:**

A minimum of a Master's degree in English, English Education or equivalent from an accredited institution is required, doctorate preferred. Significant relevant work experience, college level teaching experience, and online teaching experience are a plus. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

**Working Conditions:**

Classroom, office, or online environment. Minimum 25 pounds lifting.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s), statement of teaching philosophy & three references with telephone numbers to:**

**<https://www.andrewcollege.edu/employment-opportunities/>**

**Jennifer Mitchell, Director of Human Resources [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

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*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*