



Position: Assistant/Associate Professor of English

Department: English

Position Summary:

The Department of English at North Greenville University is receiving applications for a full-time faculty position beginning August 2021. Candidates applying for this position must hold a PhD in English. The successful applicant must have a specialty in American Literature and be able to teach a variety of courses, including both freshman composition and upper-level courses. Preference will be given to those with undergraduate classroom teaching experience and a demonstrable interest in research as appropriate for undergraduates, including incorporation of research into coursework. Interest and experience in overseeing a Writing Center or advising a literary magazine is a plus. We particularly invite candidates who will enhance the racial, ethnic, gender, or cultural diversity of our university. Review of applications will begin on February 3, 2021 and continue until the position is filled.

Faculty are expected to integrate their personal faith and Christian worldview into course material, to maintain weekly office hours, to serve as an academic advisor to assigned students, and to participate in all faculty duties. NGU professors are expected to be orthodox Christians who have a strong personal faith, are role models in their piety and ethics, are regularly reflecting upon how their faith influences their discipline, and are willing and able to mentor students in their own relationship with Jesus Christ. Faculty are expected to teach in accordance with, and not contrary to, the university's "Statement on Human Flourishing."

RESPONSIBILITIES:

- Teach general education and upper-level lectures as assigned.
- Hold weekly office hours to support students academically and spiritually.
- Serve as an academic advisor to assigned students.
- Participate in department, school, college, and university-level meetings.
- Participate in department-level course, curriculum, and program development.
- Ensure the security of assessment tools and confidential documentation.
- Effectively utilize and monitor the learning management systems.
- Appropriately maintain student records, grades, and attendance to ensure accuracy.
- Meet all university deadlines for syllabi and grade submission.
- Serve on academic committees as assigned.



QUALIFICATIONS:

- An earned PhD, or equivalent terminal degree, in English from an accredited institution; preference will be given to those with specialization in fields as prioritized above.
- Verifiable prior teaching experience preferred.
- A record of scholarly research and publications preferred.
- Understand and comply with FERPA regulations.
- Must support NGU's mission statement and core values, commitment to a Christian lifestyle, and character in keeping with a biblical model.

Physical Requirements:

- Visual Abilities: Read reports, create presentations and use a computer.
- Hearing: Hear well enough to communicate with co-workers and students.
- Dexterity, grasping, feeling, writing, typing, and using the telephone, copier, and computer.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

TRAVEL

There are no outside travel responsibilities with this position; however, all faculty are expected to be able to travel to campus for all class sessions and occasional departmental and faculty meetings.

WORKING RELATIONSHIPS

This position is a full-time, nine-month position in the English Department. English faculty first report to the English Department Chair, who reports to the Associate Dean of the School of Humanities and Social Science (who may be the same person as Chair), who reports to the Dean of the College of Humanities and Sciences.



WORK SCHEDULE

Normal academic operations are Monday through Thursday, 8:00 am – 4:30 pm, and Friday, 8:00 am – 1:15 pm. Occasional work on weekends and evenings for special university events required.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.

This position is subject to the university's background check policy. As part of the application, candidates should submit a cover letter, CV, transcripts, reference letters from two professional references and one church leader. Candidates submitting materials by February 3, 2021 will receive full consideration.