

Adjunct Faculty, Composition & Literary Studies (Dual  
Credit)  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=227591>

Downloaded On: Jul. 3, 2024 2:22am

Posted Dec. 15, 2023, set to expire Nov. 29, 2024

<b>Job Title</b>	Adjunct Faculty, Composition & Literary Studies (Dual Credit)
<b>Department</b>	Literary Studies
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Dec. 15, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Adjunct Professor
<b>Academic Field(s)</b>	Humanities - Literature
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4868598">https://apptrkr.com/4868598</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Adjunct Faculty, Composition & Literary Studies (Dual Credit)**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a diverse population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community
- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Commitment to Equity and Inclusion**

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

### **Job Posting Title:**

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### **Job Description Summary:**

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This position is for Dual Credit courses that meet in-person on high school campuses. Responsible to prepare and deliver Composition and Literary Studies coursework in engaging, innovative, and discipline-appropriate ways that reflect a commitment to success equity, respect for individuality, an understanding of culturally responsive teaching, and knowledge of the teaching field. Meets professional standards for faculty in accordance with college policies and procedures.

**Job Description:**

**Principal Responsibilities and Duties**

- Prepare and teach courses in the field of **Composition and Literary Studies** to a diverse student population based on the department's approved course learning outcomes, utilizing a variety of instructional strategies appropriate to the needs of community college students and the standards of the discipline.
- Evaluate student progress and provide clear, timely feedback reflecting program learning outcomes and departmental expectations.
- Provide teaching and mentoring services to students in a manner which does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, political affiliation, or other protected categories.
- Remain current in the field through a variety of professional development activities.
- Perform other related tasks as assigned by the Department Chair, Dean, and/or Associate Vice Chancellor, Vice Chancellor, Executive Vice Chancellor.

**Additional Duties**

- Faculty will teach Dual Credit courses with most courses held on the high school campuses. Faculty will need expertise and experience working with both high school and college populations.

**Technology**

- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom. Demonstrated proficiency using an online learning management system such as Blackboard to develop and build course content and perform administrative duties (posting office hours, syllabi, etc.).

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### **Principal Professional Standards**

- Appropriate use of the College's learning management system.
- Meet deadlines for attendance certification and submission of final course grades.
- Participate in graduation, general assembly, and other official college functions.
- Maintain regular office hours to assist students and improve student retention and success.
- Attend and participate in collegewide, campus, department, or other activities and meetings.
- Recognize and reflect standards of civility and collegiality in all interactions.
- Comply with published college policies and procedures and meet professional standards for teaching in a community college.

### **Required Education**

- In accordance with Southern Association of College and Schools Commission on Colleges (SACSCOC) requirements: Master's degree in English, Literature, Linguistics, or Creative Writing or
- Master's degree with 18 graduate hours in these disciplines. SACSCOC requirements may differ depending on the courses taught within the discipline.

For specific requirements by course and program, please see the current year Faculty Qualifications Table located at <http://www.austincc.edu/faculty/credentials/>.

### **Qualities of a Successful Candidate**

- Ethics, integrity, and sound professional judgment.
- A commitment to establishing and maintaining positive working relationships with students, colleagues, and staff representing diverse ethnic, cultural, and socioeconomic backgrounds.
- Dynamic, non-traditional instructional delivery methods to teach students of widely varying levels of proficiency and from diverse backgrounds and abilities.
- Appropriate and up-to-date knowledge of the discipline and subject matter.
- Experience using technology as an instructional aide where appropriate to enhance learning.
- Documented experience with active and applied teaching and learning methodologies.

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- A strong commitment to teaching in a community college setting, including teaching practices that reflect an understanding of the multicultural classroom and the benefits of cultural awareness and sensitivity in the classroom and the workplace.
- Commitment to a diverse workforce.
- Commitment to the comprehensive mission of Austin Community College and to the principles and practices associated with Servant-Leadership.
- Ability to communicate effectively with students with a wide range of skills and backgrounds.
- Strong interpersonal skills and ability to work with varied and diverse groups from the community as well as students, staff, faculty, and administration.
- Strength in communication media, both verbal and written, as well as listening.
- Strong organizational skills, attention to detail, ability to maintain an established schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
- Commitment to maintaining confidentiality of student information.
- Understanding of what it means to teach in a community college environment that serves often underprepared and underrepresented students.
- Understanding of systems of inequality and recognition of the role of community college faculty in promoting equity, equality, and inclusion.
- Other: See Commitment to Equity and Inclusion.

### **Application Requirements**

#### **Document Requirements**

When you apply using the official ACC application, you will need to upload the following documents to your application:

1. Cover letter - Explaining interest in the position.
2. Curriculum Vitae or Resume - Your most recently updated C.V. or Resume (to include the documents below):

Include the following as part of your C.V. or Resume upload:

- Statement of teaching philosophy. Consider these questions as you develop your teaching philosophy statement:
- What are your values, beliefs, and goals related to teaching and learning in a community college setting?
- What will make you effective in the community college classroom?
- How does student identity in the classroom affect how you teach?
- Statement of past and/or potential contributions to diversity, equity and inclusion in the academic



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environment. ACC is committed to ensuring that we are welcoming and inclusive of all students.

Further, we believe that race, ethnicity, gender, and other human differences should not be predictors of success. Our commitment to equity means that we seek to give each student the support needed to be successful so that we improve enrollment, persistence, and completion rates for all students.

- Please describe how you have and/or will contribute to the achievement of an inclusive and equitable academic environment for all students.

Official transcripts and/or certifications will need to be sent directly from your institution to:

ACC Highland Business Center  
Attention: E.M. Breedlove, Employment Manager  
5930 Middle Fiskville Road, Austin, TX 78752

Photocopies of transcripts and transcripts stamped "issued to student" are not accepted.

### **Reference Requirements**

3 professional references required (contact information only)

### **Criminal Background Check**

Pre-employment criminal background checks are required for all staff and faculty positions.

### **ACC Benefits Overview**

Full-time faculty and staffing table employees who work in full-time and/or part-time positions at the college are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short- and long-term disability, retirement plans and AD&D.

**ACC does not participate in Social Security.** ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty and Administrators Only). Part-time

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and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by federal law.

**Working Conditions**

- Work is routinely performed in an office/classroom environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Ability to lift up to 10 pounds.
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Number of Openings:**

35

**Job Posting Close Date:**

August 31, 2024

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Literary Studies  
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