

English Generalist Faculty, Full-Time (4 positions)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251475>

Downloaded On: Apr. 19, 2025 7:18am

Posted Jan. 13, 2025, set to expire May 8, 2025

Job Title English Generalist Faculty, Full-Time (4 positions)
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Core Faculty
Faculty Associate

Academic Field(s) Humanities - English

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Job Description

Posting Details

Position Information

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Requisition Number: FAC00494

General Description

The Department of English invites applications for full-time, tenure-track faculty in English, Generalist for the 2025-2026 academic year.

Applications will demonstrate an interest in contributing to the future of the Department and the life of the College. The Department seeks applicants who are actively engaged in teaching and committed to promoting student success both within and beyond the classroom.

The faculty member will facilitate effective learning, provide instruction, and evaluate student performance based on established course outlines. They will meet all scheduled responsibilities, including classes, office hours, and meetings, while maintaining clear communication with students regarding availability. Expertise in course materials is essential, as is the preparation of engaging lectures and activities. The instructor will assign grades and manage student records in compliance with FERPA regulations, addressing student challenges proactively. Join us in shaping the future of our students and the English Department!

The English Department at Community College of Philadelphia is a professional organization of nearly 300- full- and part-time faculty members teaching over 750 sections of courses at the Main Campus and Regional Centers. We provide instruction in developmental reading and writing, English as a second language (ESL), college writing, literature, communication studies, mass media, theater, and creative writing. We offer Associate of Arts degrees in Communication Studies/Mass Media, English, and Theater. Our curriculum helps prepare students for careers in broadcast and print journalism, screenwriting, public relations, advertising, education marketing, and theater.

#ID23

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Applications will demonstrate an interest in contributing to the future of the Department and the life of the College. The Department seeks applicants actively engaged in teaching and committed to promoting student success within and beyond the classroom.
- Support community college students further develop their English knowledge and skills, professional attitudes and behaviors, for college and workplace success.
- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes, using each course's standard course outline as a guide.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- Become expert in curricula and other course materials, prepare lectures, hands-on activities, and presentations for effective teaching.
- Assign grades and maintain course and student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- Proactively identify and address student problems.
- Maintain and develop curriculum that is consistent with departmental learning objectives. Work with other faculty and administrators in developing program curriculum, standards, and policies, including reviewing and participating in textbook selection process where appropriate.
- Commitment to participating in the intellectual life of the department and a willingness to participate in the College through leadership in department and college-wide committees. Active participation in industry related professional development activities, meetings, and/or conferences.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the

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College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.

- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

Minimum Qualifications

Qualified applicants must hold a Master's degree in one of the following fields, listed in order of preference:

- Master of Arts in English or Master of Fine Arts in Creative Writing, as well as certain other M.F.A. degrees that include literary study.
- Advanced degrees in Education, such as a Master's or Ph.D., with a significant focus on college-level English or composition.

Applicants should also demonstrate the following:

- Proficiency in using effective teaching strategies and technologies for both in-person and online learning.
- Knowledge of current technological applications and the ability to integrate them into English courses.
- Capacity to deliver essential course content while incorporating personal knowledge and experiences to engage students.

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- Flexibility to teach a range of courses, including day and evening classes, as well as first- and second-year courses, at the main campus and/or Regional Centers.
- Strong problem-solving and decision-making skills.
- Excellent oral, written, and interpersonal communication skills.
- Commitment to participating in the intellectual life of the department and a willingness to participate in the College through leadership in department and college-wide committees.
- Experience with and commitment to the use of instructional technology.

Preferred Qualifications

- Demonstrated experience with Reading instruction.
- Demonstrated experience teaching Developmental Writing and Reading courses.
- Demonstrated experience working with English language learners in an instructional capacity preferred.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

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Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5 or 6

Min Salary/Hourly Rate: \$56,095

Max Salary/Hourly Rate: \$96,558

Job Posting Open Date: 11/13/2024

Job Posting Close Date: 01/13/2025

Position Type: Faculty

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

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1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * Do you meet at least one of the following educational criteria listed below:
1. Master of Arts in English/Master of Fine Arts in Creative Writing or certain other M.F.A. degrees that include literary study.
2. Master of Arts degree with advanced study in language, writing, or literature or closely related fields, such as Rhetoric and Composition.
3. Advanced degree in Education such as Master's or Ph.D. with significant concentration in college-level English or composition.
 - Yes
 - No
4. * Do you have demonstrated experience with reading instruction?
 - Yes
 - No
5. * Do you have demonstrated experience teaching Developmental Writing and Reading courses?
 - Yes
 - No
6. * Do you have experience working with English language learners in an instructional capacity.
 - Yes
 - No
7. * Do you have experience teaching Communication Studies and Mass Media courses.
 - Yes
 - No

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Documents Needed to Apply

Required Documents

1. Resume
2. Curriculum Vitae
3. Cover Letter/Letter of Application
4. Unofficial Transcripts
5. References

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Letters of Recommendation
4. Other Document (See Special Instructions to Applicant)

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs

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