

English Department Lecturers

Approved November 13, 2013

The English Department employs a changing number of full-time Lecturers who teach four courses per semester, usually a mixture of college writing and introductory literature courses. These Lecturers, who ordinarily hold the MFA or PhD, are employed on a one-year contract (not on the tenure track), with a set annual salary and benefits. They may reapply for a second and third year of full-time teaching in new hiring cycles for additional one-year contracts: if hired again, they are newly hired, not reappointed to an existing position. Lecturers are supervised and evaluated by the Associate Head of the department, in consultation with the Director of College Writing and other faculty teaching observers as assigned by the Department Head.

It is the department's policy to prefer first-time applicants who have just completed their MFA or PhD degree at UNCG. However, full-time Lectureships are not an extension of graduate assistantships and are by no means guaranteed to any UNCG graduate. The hiring process is highly competitive and applicants must present evidence of preparation for full-time undergraduate teaching (see "Teaching Experiences and Potential" below). If they are applying for additional years of full-time employment, applicants' teaching performance during the previous year(s) will be a primary consideration.

At the Department Head's discretion, the department may hire properly qualified applicants without a UNCG degree as full-time Lecturers. Usually applicants with the MFA or PhD are preferred, but applicants holding the MA who have what the Head judges to be substantial experience teaching appropriate courses may also be hired.

Lecturers are usually limited to three years of full-time teaching. However, they may apply for additional one-year contracts and, at the Department Head's discretion, may be newly hired for part-time or full-time teaching for up to a total of five academic years. If a Lecturer has been hired full-time for five consecutive years, the Associate Head may recommend to the Head that the Lecturer be considered for an appointment as Senior Lecturer (see the College policy at <http://aas.uncg.edu/about/policies.html>).

Teaching Experiences and Potential

Because English Department Lecturers teach more undergraduate students in more foundational courses than any other instructional cadre in the Department, applicants must be able to document their potential to be successful instructors of record in undergraduate writing and literature courses. Through their current C.V.s and letters of recommendation, successful applicants will provide evidence of past teaching experiences, which may include:

- university, college, or high school teaching as instructor of record

- formal status as teaching intern (a for-credit position) or instructional assistant (while on a graduate assistantship) to a faculty instructor of record for a full semester
- assignment as a consultant at the University Writing Center
- informal short-term contributions to a faculty instructor of record's course such as a guest lecture or leading a discussion
- teaching or facilitating in a variety of settings outside of academic curricular structures, such as workshops, reading programs (for instance, "One City One Book" programs), summer courses, tutoring, etc.
- participation in formal teacher training programs, workshops, or classes such as English 747 (this is an example, not a limiting definition)

Recognizing that first-time applicants in particular may have widely varying amounts and types of teaching experience, the English Department gives full consideration to the applicant's entire application. However, we do regard evidence of potential for successful undergraduate classroom teaching as a crucial element of an application.

Application and Selection Processes for Lecturers

Applications for full-time Lectureships are usually due in mid-February, with an internal call for applications going out in early January. External applications for non-tenure-track teaching positions, usually submitted in response to the ongoing College of Arts and Sciences job advertisement, are collected throughout the year and considered together with the internal applications. The department's Advisory Committee, the Associate Head and the Head, with the advice of the Director of the MFA Program, the Director of College Writing, and the Director of the Writing Center, review the applications and select the following year's lecturers. Applicants usually receive notice that they have been recommended for appointment in mid-April.

Should any Lecturer be recommended for appointment as Senior Lecturer, appropriate materials will be requested from that person and reviewed by the Advisory Committee and the Head, with advice from the same group that advises on the selection of Lecturers.

Applications for Lecturer positions must include the following materials:

- a 1-2 page letter of application briefly discussing the applicant's reasons for seeking the position and previous teaching experiences. The applicant may also provide a brief account of his/her professional plans for future teaching, scholarship, and/or creative work, but this is optional.
- a current C.V. Teaching experiences should be carefully identified by their type (for instance, whether as instructor of record, teaching intern, guest lecturer, etc.), place, and duration.
- 1-3 letters of recommendation, preferably from individuals who have observed the applicants' teaching in any of the possible varieties of teaching experiences listed above. Applicants should be aware that the absence of a recommendation

from someone who has supervised their classroom teaching for a semester or more, whether as instructor of record, teaching intern, or assistantship-supported instructional assistant to an instructor of record, may weaken their application.

- if the applicant is completing the MFA or PhD in the year of application, a brief memo from the supervising professor stating that the applicant is expected to complete the degree by the time specified in the call for applications. Please note that if the supervising professor is one of the applicant's recommenders, this memo should be a separate document: it should be very brief and simply attest to the applicant's expected completion of the degree in the required time frame.
- if the applicant is completing the MFA or PhD in the year of application, a current unofficial transcript is required. A current unofficial transcript, showing the conferral of degree if applicable, is recommended for all other applicants.

Applicants are responsible for being certain that all required elements of their application have been submitted by the published deadline.

If the English Department has formal teaching observations other than those represented in the letters of recommendation and/or student course evaluations for those applicants who have served as instructors of record, the Advisory Committee and Department Head may choose to consult these files as well.