Teaching Associate  
Department: English

Pay rate per course taught: Salary is $955.00 per weighted teaching unit per semester. Actual salary dependent upon number of units assigned, educational preparation, experience, and availability of funds. In addition to the salary compensation, Teaching Associates are eligible to apply for a fee waiver (state portion only).

Units allotted per course taught: 3 units per semester  
Expected percentage of appointment per course taught: 20%

Deadline: Applications must be received in the English Department Office (Nichols 362) by 4:30 p.m. on Monday, April 18th, 2016 (electronic submission of materials is acceptable).

Expected start date: Monday, August 22, 2016

Requisition #: ENGL_TA_1617

Description of duties: Teach one section of English 100A (Fall 2015) and 100B (Spring 2016), First-Year Composition. Instructors must commit to teaching in the year-long course sequence. Must attend a day-long mandatory orientation meeting in August prior to first week of classes. Attend weekly one-hour meetings for training purposes during the Fall 2015 semester and bi-weekly meetings in the Spring 2016 semester. Further duties will be explained at the orientation meeting (candidates admitted to the pool will be notified of the specific date).

Reappointment to English 100B in the Spring 2016 semester is contingent upon meeting program responsibilities and upon successful completion of teaching English 100A in the Fall 2015 semester.

Minimum Qualifications for this classification: Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students. Evidence of satisfactory achievement in previous academic work. Education equivalent to or completion of the requirements for a bachelor’s degree and concurrent admission to or enrollment in a graduate degree program of the University that is related to the discipline to which the individual is assigned. Specifically, this means that the student must be in a graduate degree program in the same department in which the Teaching Associate assignment will be made. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job: To be placed in the Teaching Associate pool, in addition to the qualifications above, candidates must have a 3.50 GPA in graduate course work. Candidates must possess some classroom experience (e.g., teaching, tutoring, faculty assistant). Candidates should have completed a course in the teaching of writing; ENGL 587 is preferred, EDTE 542, ENGL 491, ENGL 492 are also accepted. The most qualified candidates will be invited to interview for this position.

How to apply: Submit a letter of application, curriculum vitae, and two letters of recommendation to:
How you will be notified of the hiring decision: Communication will be sent through email.

Supervisor for this position: Scott Miller

NOTES:
1. The classification for Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
2. Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.
4. This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
5. Background Check: Successful candidate may be required to complete a background check prior to assuming the position.