FULL-TIME INSTRUCTOR

ENGLISH (Tenure Track Position)

$58,757.00 - $90,222.00/Annual

Profile

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/. The English Department is in the Liberal Arts Division at Cerritos College and is one of the largest departments on campus. The successful candidate will join twenty-five full-time and over seventy part-time faculty in serving a highly diverse student body.

The English department offers a wide spectrum of courses, including developmental writing, transfer-level composition, literature and creative writing. The department promotes student success through active involvement in the Scholars Honors Program, Learning Communities, the iFALCON Campaign, the First Year Experience program, and other initiatives. By teaching students how to read critically and write effectively, by providing students with a foundation of literary knowledge, and by creating an environment that fosters the intellectual and pedagogical advancement of faculty, the English department seeks to engender a community of learners that is curious, engaged, and sufficiently skilled to realize their personal and professional goals.

The successful candidate for this position will be assigned to teach courses that may include developmental writing, transfer-level composition, creative writing or literature. Other duties associated with this position include active participation in a variety of campus, divisional, and departmental activities, such as faculty meetings, committee work, student activities, office hours, and curriculum development.

Duties & Responsibilities

A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005. (www.cerritos.edu/board)

Minimum Qualifications

Master’s degree or MFA or Ph.D. or ABD in English, literature, comparative literature, or composition; OR Bachelor’s in any of the above AND Master’s in linguistics or creative writing; OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.
Preferred

- Teaching experience at the college level (including part-time and/or teaching assistantships).
- Training, interest and commitment to teach composition at all levels from developmental to advanced.

Salary/Fringe Benefits

Salary is commensurate with education and experience. Salary rate is: $58,757.00 - $90,222.00/annual.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash-in-lieu option available on medical insurance.)

Participation in the State Teachers’ Retirement System.

Conditions of Employment

Contract will be for 10 school months for the academic year beginning Fall Semester 2015.

Participation in a pre-service orientation and/or probationary in-service training is required.

Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, submit official transcripts, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

Application Procedure

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (workshops, diversity sensitivity training, etc.)

- Completed District Academic Employment application form.

- Résumé of educational background and experience.

- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.

- Three letters of recommendation addressing recent professional experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

Cerritos College, Human Resources Department
11110 Alondra Blvd., Norwalk, CA 90650-6298

Application Deadline

This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 5:00 PM on February 25, 2015. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 5:00 PM on February 25, 2015. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Selection Procedure

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.

NOTE: The office of Human Resources will be closed from 12/24/14 through 01/02/15.