

## **Professor of English and Technical Writing:**

SUPERVISOR: Dean of School of Arts & Sciences

DIVISION: School of Arts & Sciences

DEPARTMENT: English

Tiffin University Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.” The main campus in Tiffin is a beautiful 130-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online and at Cincinnati, Columbus, Fremont, Toledo, and at several sites in the Greater Cleveland area. The MBA is also offered at Bucharest, Romania. From academic programs in sports and recreation management to homeland security/terrorism, communication and management, TU offers more than 25 majors through on-campus and online learning that result in real advantages for our students.

### **GENERAL JOB DESCRIPTION**

The School of Arts & Sciences, Department of Humanities, Tiffin University, is seeking applications for a full-time position for Professor of English and Technical Writing to begin in August 2018. Appointment requires residence in the Tiffin, Ohio geographical area. Appointment will be at a rank commensurate with academic education, training, and experience.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The position requires the ability to teach first year composition courses as well as technical and business writing courses in both face-to-face and online classrooms. The successful candidate must also be able to develop undergraduate and graduate curriculum for both seated and online courses. Because Tiffin University's mission is to educate students by linking knowledge to professional practice, the successful candidate will also guide students in learning writing and research skills as they apply to coursework within academia and to the practical application of skills in the professional world.

Responsibilities include a 4/4 teaching load. Summer Semester teaching assignments are additional contracts and are awarded based on School need. The position requires active participation in program outcome assessments in both the General Education Program and the writing programs, student academic advising, and/or other duties assigned.

Design, administer, and grade course assignments, essays and exams to assess achievement of course objectives as identified by the syllabus. Plan effectively for classes and student success. Actively engage with students in the learning process. Work with the Division Chair/Program Chair to ensure instructional and program quality. Contribute to program development through collaborative participation in curriculum design and review, promotion of collaborative partnerships and engaging with faculty, adjuncts, and/or students in joint projects. Responsible for ensuring that assigned tasks are completed in compliance with various institutional and regulatory requirements. Maintain a professional and courteous attitude at all times towards co-workers, internal and external customers, representing Tiffin University, its programs, policies and procedures in a positive and professional manner. Maintain effective working relationships to ensure institution-wide teamwork. Attend provided/necessary trainings and other meetings to support effectiveness within the position as required. Consistently demonstrate high standards of integrity by supporting Tiffin University mission, vision and values and adhering to institutional policies. Maintain high regard for student privacy in accordance with the FERPA privacy policies and procedures.

### QUALIFICATIONS FOR THE JOB

*Education:*

Ph.D. in English, Rhetoric and Composition. Preference will be given to applicants who have education in the area of Technical Writing and Communication.

*Experience:*

Higher-education teaching experience is preferred. Teaching experience is desired to include traditional seated and distance education.

*Other:*

The successful candidate will support students in preparing to write, and research, to build the intellectual and administrative tools that can enhance the work students will do within industry, government, nonprofit organizations, and public schools.

### EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

*Interdependence:* Fosters collaboration

*Communication:* Strong decision making and communication skills

*Accountability:* Formulates effective and progressive strategies aligned with University mission and values

*Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

*Entrepreneurship:* Influences and Inspires

## PHYSICAL REQUIREMENTS

Ability to sit and/or stand periodically for long periods.

## BENEFITS

Tiffin University is an Equal Opportunity Employer.

Tiffin University offers a generous compensation and benefits package, as well as the opportunity to work for a leader in the field of education. Some of our key benefits include medical and dental coverage, company-paid life and disability insurance, retirement plan with employer contribution, multiple flexible spending accounts (FSA), Supplemental plans, Group Whole Life Insurance, tuition reimbursement, professional development, regular employee appreciation events, and so much more.

## QUALIFIED APPLICANTS

**Qualified applicants should forward a cover letter addressing qualifications, including a statement of teaching philosophy and interests, curriculum vitae along, copies of prior teaching evaluations, copies of transcripts of graduate coursework along with three professional references via email addressing-  
Attn: Dr. Joyce C. Hall-Yates at- [tuemployment@tiffin.edu](mailto:tuemployment@tiffin.edu)**

*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our values. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests.*



***NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics,***

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*domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator, [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu) or [419-448-3504](tel:419-448-3504) or visit: <http://www.tiffin.edu/institutionaldiversity>*