

# Adjunct Instructor

<b>Working Title</b>	Adjunct Instructor
<b>Actual Title</b>	Adjunct Instructor
<b>Position Type</b>	Part-time
<b>Distribution</b>	100% Teaching
<b>Supervisor</b>	ADAS or Director of Academic Bridge Programs (ABP) and Program Coordinator

## Qualifications:

- MA or PhD in TESL or closely related field
- Experience teaching multilingual classes in all areas of English language skills and at all levels of English proficiency in secondary or higher educational institutions
- Non-native English teachers must submit documentation of score for at least a 60 on the ETS Speak or 30 Spoken iBT tests of English
- Experience living abroad and learning a foreign/second language
- Experience with CALL and teaching online

## Teaching Duties

- Remain available to teach in all programs
- Teach classes for 4-18 hours a week during 8- or 10-week sessions\*
- If assigned, attend a Bridge course and develop and teach the corresponding CESL Bridge course in conjunction with the UA department-appointed teacher
- Hold one office hour and two Student Hours in the SLC per week if teaching full-time (15-18 hours per week), hold one or two Student Assistance hours if teaching one or two classes respectively
- Submit e-syllabi for each class taught to respective program coordinator(s)
- Be available from 8 am – 8:30pm M-F
- Be available to substitute teach as needed
- Demonstrate cordial, professional interaction with all faculty and staff
- Develop supplemental course materials
- Use lab and online ESL resources regularly
- Complete administrative tasks, including but not limited to recording attendance, student evaluations and assessments, announcements, etc. in a timely manner
- If teaching an online course or using D2L to supplement a CESL Bridge Course:
  - In D2L course update the following
    - Personal information in welcome page
    - Dates in Content – Program Description
    - Open and close dates for all modules, discussion, dropbox, and quizzes according to schedule
  - Check links in D2L course
  - Respond to student D2L questions and refer technical issues to the proper technical assistance person
  - Hold weekly chat session (if indicated in the course description)

## Service to CESL

- Attend all Department meetings, orientation meetings with supervisor(s), and center-wide events
- Participate in CESL picnic and Internal Festival
- Attend all closing ceremonies
- Attend all pre-semester trainings
- May be asked to assist with placement testing and/or orientation prior to session start and/or during spring break

\* SLAT students teaching at CESL in exchange for tuition waiver as part of alternative to GA-ship are expected to work a full load (15-18 hours/week) every semester.

### **Professional Development**

- Participate in required departmental training
- Recommended: participation in additional professional development
- Meet once per week with assigned mentor in first session of employment (up to 8 hours)
- Recommended: participate in Peer Coaching (after first session of employment at CESL)
- All employees are expected to remain current in their professional areas and to participate in professional development activities regularly

### **Evaluations**

- Evaluations as per process delineated in CESL-info/Faculty performance eval instructions/instructor evaluation procedures
- Course evaluations: Evaluated in every course
- Observation by Director ABP, ADAS, or Program Coordinator in the first session, additionally as needed, and annually thereafter
- Submit teaching self-reflection each session
- Peer Collegiality Survey (assign 3 colleagues to evaluate your collegiality)
- Yearly Instructor feedback meeting with supervisor