
Department: Academic First Year Experiences

Effective Date of Appointment: Fall 2019

Courses or Specialization: *University 100 & University 100 Honors*

About the University:

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to traditionally underserved students and enrolls the largest number of Deaf and Hard-of-Hearing students of any U.S. state university. The journal *Nature* recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the College:

Student Success oversees the activities of Academic First Year Experiences, Community Engagement, Pre-GE Mathematics and Writing, the Learning Resource Center, and the Office of Student Success Innovations.

About the Department:

Academic First Year Experiences provides opportunities for faculty, staff, and first-year students (including freshmen and new transfer students) to link curricular learning with co-curricular learning in ways that help new students make a successful transition to the University.

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit our website at: <https://www.csun.edu>

Anticipated Needs:

Part-time lecturers: positions available for fall 2019 to teach three-unit sections of University 100 (U100: The Freshman Seminar). Assignments for spring and summer 2020 will be made from this same pool.

Note: All part-time faculty appointments are temporary and do not confer academic rank. Final determination of part-time teaching assignments is contingent upon student enrollment figures and funding.

Current Salary Range: Varies based on experience, collective bargaining agreement, and earned degrees.

Courses or Specialization: *U100 & U100 Honors*

Qualifications:

Minimum Qualifications:

1. Earned master's degree or equivalent by June 30, 2019.
2. Potential to teach college freshmen at CSUN effectively.
3. Potential to teach a first-year student success course at CSUN effectively.
4. A record of successful college/university teaching experience.
5. Written recommendations from two professional references based on direct observation of the applicant's skills teaching college students (see details below).
6. Demonstrated ability to teach and mentor a diverse student population.
7. Demonstrated ability to teach first-generation, economically disadvantaged, underserved, and historically underrepresented groups in higher education.
8. Demonstrated competence using a learning management system to post discussion forums and to add users, links, and files.
9. Availability to teach during CSUN prime time hours (75-minute classes meet twice weekly on MW or TR between 8 a.m. and 3:15 p.m.).
10. Successful completion of the annual U100 professional development workshop on the CSUN campus (preferably on Monday, May 13, 2019, from 10 a.m. to noon, or on Friday, May 17, 2019, from 10 a.m. to noon; limited opportunities for make-up may be available). Qualified applicants will receive an email invitation to the workshop.
11. Willingness to participate in additional U100-sponsored professional development activities on the CSUN campus during the summer focused on teaching freshmen.
12. Good organization and communication skills.
13. Ability to meet deadlines reliably.
14. Professionalism (working collegially to support student success).

Desirable Qualifications:

15. Familiarity with CSUN campus highly desirable.
16. Prior successful U100 teaching experience at CSUN.
17. Interest in learning communities, cohorted classes, and/or linked classes.
18. Willingness to acquire additional learning management system (Canvas) skills to enhance teaching.

Application Process:

Two written professional references, based primarily on direct observation of the applicant's skills teaching college students, are required for each applicant. See below for additional information about references.

The applicant's current résumé, letter of interest, and reflection, and recommendations must be received by the **absolute deadline of Friday, March 29 at 5 p.m.** The submission address is listed below. Email applications and recommendations are highly encouraged.

- Résumé: must include your educational background (degrees earned); prior teaching experience; evidence of scholarship and/or related professional experience; and your current email address.
- Letter of Interest: This announcement is specific to the *U100 & U100 Honors* pool. There are three different instructor pools for U100: (1) *U100/U100 Honors*, (2) *U100 - Deaf/Hard of Hearing/Deaf Studies*, and (3) *U100 - EOP FreshStart*. Specify which instructor pool(s) you are applying to, as you may apply to more than one pool with one application. Note that the qualifications for each pool vary, so consult each position announcement separately. Your letter must clearly describe how you meet each of the qualifications listed on the announcement for the pool(s) you are applying to. Designate (if possible) the days and times you are available for teaching assignments.
- Reflection: no more than one page/250 words—clearly describing:
 - (1) one thing you plan to change about your approach to teaching in the coming semester and why you want to make the change, and
 - (2) one assignment or teaching approach you have recently used that you might like to use (or re-use) in U100 in the coming fall semester and why you want to use it in U100

Instructions for professional references (recommenders)

The University 100 personnel committee is particularly interested in your strengths as a college classroom teacher. To assist your recommenders in providing the most relevant insight, please ask them to complete the recommendation form available at the link below, and to submit it in support of your application. Note: although the committee prefers that recommenders use the form, a standard letter may be acceptable when it is not possible for a recommender to complete the form. In such cases, it is advantageous to you if the letter addresses the content of the form.

The personnel committee will consider forms from only two recommenders. If more than two are received, the first two will be read and others will be discarded. If applicants would like to replace previously received letters, please send a formal email request.

Link to webpage where recommendation form can be found: <https://www.csun.edu/undergraduate-studies/university-100/teaching-university-100> (Note: recommenders should download and save the form locally before completing it.)

Recommenders must send their completed form (or letter) via email to kim.henige@csun.edu or by mail to Kim Henige at the address below. In either case, the absolute deadline for receipt of recommendations is **Friday, March 29 at 5 p.m.**

The committee will not accept recommendations forwarded to us by applicants.

Application Deadline: Friday, March 29 at 5 p.m.

For Academic Year: 2019 - 2020

Inquiries, applications, and recommendations should be addressed to Dr. Kim Henige, U100 Course Director via email at kim.henige@csun.edu or sent by mail to:

Dr. Kim Henige, U100 Course Director
Academic First Year Experiences
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8370

General Information:

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be 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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the Office of Faculty Affairs at (818) 677-2962.