

Department: Academic First Year Experiences

Effective Date of Appointment: Fall 2021

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

About the University:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. As both an AANAPISI & HSI (Asian American and Native American Pacific Islander Serving Institution & Hispanic Serving Institution), CSUN welcomes candidates whose experience in teaching, research, or community service has prepared them to contribute to our commitment to diversity and inclusive excellence. 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>

About The Office of Student Success:

The Office of Student Success facilitates this mission by developing, implementing, and supporting innovative practices, policies and programming that promote student achievement, eliminate the opportunity gap, and encourage timely degree completion. Through improved advising ratios, predictive analytics, early intervention, tutoring, and several other high impact practices (HIPs), CSUN is moving the needle on important success indicators that directly benefit students.

For more information about the Office of Student Success, visit our website at:

<https://www.csun.edu/student-success>

About Academic First Year Experiences (AFYE):

AFYE 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.

For more information about AFYE, visit our website at: <https://www.csun.edu/student-success/academic-first-year-experiences>

Anticipated Needs:

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.

Part-time lecturers: several positions available for fall 2021 to teach 3-unit sections of University 100 (U100: The Freshman Seminar). Assignments for spring and summer 2022 will be made from the same pool.

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

Current Courses or Specialization: *U100 & U100 Honors*

Qualifications:

Minimum Qualifications:

1. Earned master's degree or equivalent by June 30, 2021.
2. Potential to teach college freshmen in a first-year student success course at CSUN effectively.
3. Experience teaching or professionally presenting to groups of college students.
4. Written recommendations from two professional references (we will not accept recommendations from classmates who saw you present as part of a class) based on direct observation of the applicant's skills teaching or professionally presenting to groups of college students within the last five years (see professional recommendation details below).
5. Demonstrated ability to teach and mentor a diverse student population, including first-generation, economically disadvantaged, underserved, and historically underrepresented groups in higher education.
6. Completion of professional development class/training in online learning and teaching.
7. Experience using a learning management system.
8. 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.).
9. Successful completion of the annual U100 professional development workshop (preferably on Thursday, May 13, 2021, from 10 a.m. to 2 p.m., or on Friday, May 14, 2021, from 10 a.m. to 2 p.m.; limited opportunities for make-up may be available). Qualified applicants will receive an email invitation to the workshop.
10. Willingness to participate in additional U100-sponsored professional development activities during the summer of 2021.
11. Good organization and communication skills.
12. Ability to meet deadlines reliably.
13. Professionalism (working collegially to support student success).

Desirable Qualifications:

14. Familiarity with the CSUN campus and resources.
15. Prior successful freshman seminar teaching experience.
16. Interest in teaching learning communities and cohorted classes.

Application Process:

Applicants must submit a current résumé/CV, letter of interest, reflection, and two professional recommendations no later than the **absolute deadline of Thursday, March 25 at 5 p.m.** The electronic submission address is listed below. In later phases of the search process, applicants may be requested to provide verification of degrees, licenses, and certificates.

- Résumé/CV: must include your educational background (degrees earned); prior teaching experience; evidence of professional development; evidence of scholarship and/or related professional experience; and your current email address. Before submitting electronically, please save your Résumé/CV with the following file name format:
LastName_FirstName_Resume_2021
- Letter of Interest: There are several different U100 instructor pools and this announcement is specific to the *U100 & U100 Honors* pool. Within your letter, 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. Before submitting electronically, please save your Letter of Interest (LOI) with the following file name format:
LastName_FirstName_LOI_2021
- Reflection: no more than one page/250 words in which you answer the following questions:
 - (1) Based on recent feedback you have received about your teaching or professionally presenting (for instance, student evaluation of faculty data or comments, or a class visit report), what is one thing you plan to change about your approach to teaching or presenting next fall and why?
 - (2) What is one of the major obstacles to freshman success and how will you address it in your U100 class?

Before submitting electronically, please save your Reflection with the following file name format: LastName_FirstName_Reflection_2021

- **Recommendations:** Two written professional recommendations, based primarily on direct observation of the applicant's skills teaching or professionally presenting to college students. See below for additional information about references. We will not accept recommendations from classmates who saw you present as part of a class.

Professional Recommendations:

The University 100 personnel committee is particularly interested in your strengths as a college classroom teacher or professional presenter. 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 is 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/letters 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 the webpage where the recommendation form can be found: <https://www.csun.edu/student-success/u100-community> (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

The absolute deadline for receipt of recommendations is **Thursday, March 25 at 5 p.m.**

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

Application Deadline: Thursday, March 25 at 5 p.m. **For Academic Year: 2021-2022**

Resume/CV, Letter of Interest, and Reflection submission instructions:

- Please use the file name formats indicated above to name each of your documents.
- Click the link below to upload each of your three documents.

<https://mycsun.app.box.com/f/fd6f8f50ab6f4d3f8ce0c11cab0dc62>

Recommendation forms/letters should be emailed to:
Kim.Henige@csun.edu

Questions/Other Inquiries: should be sent to Dr. Kim Henige, Director of Academic First Year Experiences via email at kim.henige@csun.edu.

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. Failure to satisfactorily complete the background check may affect the status of applicants.

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 Academic First Year Experiences at (818) 677-6535.