

**Department:** Academic First Year Experiences

**Effective Date of Appointment:** Fall 2024

**Courses or Specialization:** University 301: Transfer Success Seminar (formerly UNIV 396A)

**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.

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2022, CSUN enrolls ~38,000 students, where 57.3% are Latinx, 19.8% are White, 9.2% are Asian-American, 4.9% are Black/African American, 0.1% are Native American, and 0.2% are Native Hawaiian or Pacific Islander.

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 equity gap, and encourage timely degree completion. Through mentoring, 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. In addition to teaching, the position requires weekly office hours, attending faculty meetings, participation in assessment of student learning. The successful candidate will be held to the standards and requirements of the college and department in which he/she/they is/are employed. Given CSUN's commitment to excellence in teaching, research, and engagement in a diverse environment, the successful candidate will help the Department achieve equitable academic outcomes for all students through teaching, student mentorship, and scholarship.

Part-time lecturers: several positions available for fall 2024 to teach 1-unit sections of University 301 (U301: Transfer Success Seminar). Assignments for spring and summer 2025 will be made from the same pool.

**Salary Range:** For a 1-unit assignment, typical starting compensation ranges from \$1812 (Rank 2) to \$2162 (Rank 3).

**Current Courses of Specialization:** UNIV 301

## Qualifications:

### Minimum Qualifications:

1. Earned master's degree or equivalent by June 30, 2024.
2. Potential to teach college juniors in a transfer success seminar course at CSUN effectively.
3. Experience and knowledge necessary to guide students to available research, internship, volunteer/community service, work experience, leadership/mentoring, and networking opportunities within one or more specific majors or colleges at CSUN.
4. Experience teaching or professionally presenting to groups of college students.
5. Written recommendations from two professional references. At least one reference must be from an individual who has observed the applicant's skills teaching or professionally presenting to a group of college students within the last five years (we will not accept a recommendation from an individual who saw the applicant present as a student in a class). See additional professional recommendation details on page 3 below.
6. Demonstrated ability to teach and mentor a diverse student population, including first-generation, economically disadvantaged, underserved, and historically underrepresented groups in higher education.
7. Agreement to use the Canvas learning management system for AFYE course(s).
8. Attendance at the Annual U301 Faculty Retreat (choice of Monday, May 20 from 10 a.m. to 3 p.m. or Tuesday, May 21 from 10 a.m. to 3 p.m. Qualified applicants will receive an email invitation to the retreat.
9. Good organization and communication skills.
10. Consistently reliable at meeting deadlines and promptly replying to all communications, including emails and department-related requests for information.
11. Professionalism (working collegially to support student success).

### Desirable Qualifications:

1. Familiarity with the CSUN campus and resources.
2. Willingness to participate in additional AFYE-sponsored professional development activities during the summer of 2024.

### Application Process:

Applicants must submit a current résumé/CV, letter of interest, reflection, and two professional recommendations no later than the **deadline of Thursday, March 21 at 4 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.

[See more detailed information about the application process at this link.](#)

- **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: 2024\_Resume\_LastName\_FirstName

- **Letter of Interest:** Your letter must clearly describe how you meet each of the qualifications listed above. Since many of the U301 sections are cohorted by major or college, please indicate the major(s) and/or college(s) in which you have the experience necessary to guide students to research, internship, volunteer/community service, work experience, leadership/mentoring, and networking opportunities. Please also indicate all coursework, degrees, or work experience that could be considered relevant to the major/college.

Before submitting electronically, please save your Letter of Interest (LOI) with the following file name format: 2024\_LOI\_LastName\_FirstName

- **Reflection:** No more than 250 words for your answers to both of the questions listed below.
  - (1) Based on recent feedback you have received about your teaching or professionally presenting (for instance, student evaluation of faculty data or comments, class visit report, or performance evaluation), what is one thing you plan to change about your approach to teaching or presenting next fall and why?
  - (2) What are some of the major obstacles students face when transferring from a community college to a university and how will you address them in your U301 class?

Before submitting electronically, please save your Reflection with the following file name format:  
2024\_Reflection\_LastName\_FirstName

- **Recommendations:** Two written professional recommendations. At least one reference must be from an individual who has observed you teaching or professionally presenting to a group of college students within the last five years (we will not accept a recommendation from an individual who saw the applicant present as a student in a class).

**Professional Recommendations:**

Please ask your recommenders to complete the recommendation form available at the link below. 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 all of the content on the form. Standard letters should be sent to: [Kimberly.henige@csun.edu](mailto:Kimberly.henige@csun.edu)

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 to: [Kimberly.henige@csun.edu](mailto:Kimberly.henige@csun.edu)

The deadline for receipt of recommendations is **Thursday, March 21 at 4 p.m.** The committee will not accept recommendations submitted by applicants.

<p><b>Application Deadline: Thursday, March 21 at 4 p.m.</b></p> <p><b>Resume/CV, Letter of Interest, and Reflection submission instructions:</b></p> <ul style="list-style-type: none"><li>▪ Please use the file name formats indicated above to name each of your documents.</li><li>▪ Click the link below to upload each of your three documents.</li></ul> <p style="text-align: center;"><a href="#">Link to submit application materials</a></p> <p><b>Professional Recommendations:</b> Recommenders should use the form at the link below.</p> <p style="text-align: center;"><a href="#">Recommendation Form</a></p>	<p><b>For Academic Year: 2024-2025</b></p>
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**Questions/Other Inquiries:**

Please contact Dr. Kim Henige, Director of Academic First Year Experiences at [kimberly.henige@csun.edu](mailto:kimberly.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. In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

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 Nondiscrimination Policy](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Academic First Year Experiences at (818) 677-6535.