Rutgers, The State University of New Jersey  
Writing Program – Business & Technical Writing Division

POSITION: TEACHING INSTRUCTOR

The Writing Program at Rutgers, The State University of New Jersey is pleased to invite applications for the position of teaching instructor in the Business & Technical Writing Division. This is a full-time, non-tenure-track teaching position, with a start date of September 1, 2019. The initial contract is for a period of one year with the possibility for reappointment. Starting salary for the 2019-2020 academic year is $56,169 plus health and retirement benefits, and eligibility for conference travel grants.

POSITION DESCRIPTION

Teaching instructors teach 21 credits per academic year, typically distributed as a 4/3 course load, with no more than 22 students per class. Business & Technical Writing instructors teach a range of courses, including introductory classes designed to meet the basic communication needs of students in business, technical, and professional fields, and more advanced courses such as Writing in the Professions, Grant Writing, and Web Authoring. Faculty benefit from regular meetings with Writing Program directors, as well as pedagogy workshops and other professional development opportunities.

The Writing Program provides instruction to more than 18,000 undergraduate students each year, and all courses share the curricular goal of helping students establish a foundation in writing and critical thinking practices that will serve them throughout their college careers and beyond.

A member of the Association of American Universities and Big Ten Academic Alliance, Rutgers University–New Brunswick is the flagship campus of New Jersey’s public research university. Rutgers University–New Brunswick is located in the center of the Northeast Corridor, with convenient access to New York City and Philadelphia.

QUALIFICATIONS

Successful candidates will be strong writers who demonstrate commitment to – and excellence in – teaching at the college level. An advanced degree (e.g. Ph.D., Ed.D., M.B.A., or M.A.) is required. Practical experience in workplace writing will also be considered.

Preferred qualifications include three or more years teaching professional, business, scientific, and/or technical writing; experience teaching English-language learners or international students; and evidence of institutional service promoting equity and diversity.

Successful candidates must be available to attend in-person faculty training August 26–30, 2019.
INSTRUCTIONS FOR APPLICATION

The **recommended deadline for full consideration is Friday, March 15, 2019**, although candidates who apply after this date may be considered depending on continuing need. Applicants should submit the documents listed below through Rutgers’ online jobs portal at the following address: [https://jobs.rutgers.edu/postings/84660](https://jobs.rutgers.edu/postings/84660)

- Letter of application;
- Statement of Teaching Philosophy;
- CV;
- Three letters of reference (applicants should provide the names and contact information of three referees via the application website; referees will receive an email providing a link to submit their letter).

Additional materials – including a writing sample and teaching evaluations – will be requested from candidates invited to interview.

Applicants may direct questions about the position to [wpntt@english.rutgers.edu](mailto:wpntt@english.rutgers.edu), and should address letters of application to:

Dr. Kurt Spellmeyer, Director  
Writing Program, Department of English  
Rutgers, The State University of New Jersey  
510 George Street – Murray Hall, Room 108  
New Brunswick, NJ 08901-1167

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: [http://uhr.rutgers.edu/non-discrimination-statement](http://uhr.rutgers.edu/non-discrimination-statement)