

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

**Application Deadline:** February 19, 2018 at 5:00 p.m.

## **INSTRUCTOR - ENGLISH**

Full-time, Tenure-Track

Mendocino College is seeking a full-time, tenure-track instructor to join our dynamic and friendly English department. We are looking for exceptional instructors and colleagues who can help us provide inclusive, engaging and innovative learning environments for our students. We seek diverse candidates who bring new perspectives and experiences to enrich our educational community. Our department includes five full-time and 25 adjunct faculty.

## DUTIES

- Instructs developmental English through transfer level composition, critical thinking and literature courses; participates in program and curriculum development and revision.
- Provides instruction in accordance with the course outline and schedule of classes; prepares a syllabus for each class to inform students about the course objectives, grading plan, assignments, and attendance requirements; develops, maintains, and assesses student learning outcomes; evaluates students' performance; provides students with timely feedback; submits grades and attendance reports.
- Posts and maintains daily office hours; develops and maintains current curriculum materials and course outlines; recommends course scheduling; selects textbooks and instructional materials; recommends library selections; conducts faculty evaluations; mentors adjunct faculty; serves as a liaison with local schools and the community.
- Participates in budget development and maintenance, equipment storage and inventory, student advising, faculty meetings, committee assignments, professional development, flex activities, program review, and processes of the Academic Senate.

## QUALIFICATIONS

- Master's in English, literature, comparative literature, or composition **OR** Bachelor's in any of the above **AND** Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism **OR** the equivalent.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- **Knowledge of:** Current theories of composition, rhetoric, critical thinking, and related teaching practices; familiarity with distance education pedagogy and implementation, accelerated pedagogy, writing lab/tutoring; community college mission.
- **Ability to:** Effectively instruct assigned courses using a variety of techniques and methods of delivery; evaluate and develop curriculum and instructional materials; assess student

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

academic progress; develop course schedules; stay current in the subject area through continued professional development and active involvement in professional organizations and activities; evaluate faculty; maintain records; prepare reports; deal effectively with a wide variety of personalities and situations using sound judgment; work effectively with students, faculty, staff and the community; communicate effectively both verbally and in writing; work variable locations and hours, including evenings and weekends.

**ASSIGNMENT:** This is a full-time, tenure-track position. The teaching load is fifteen equated units per semester (=15 lecture hours per week, 20 laboratory hours per week, or a combination thereof). The annual work year includes 166 instructional days and nine professional development/flex days. This assignment may include online classes, day, evening, and weekend classes, as well as travel to, and instruction at, off-campus centers within the District.

**SALARY AND BENEFITS:** Per the [full-time faculty salary schedule](#), the *annual starting salary* is \$56,513 - \$81,077, commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. The maximum salary is currently \$104,279. There is a \$2,720 doctoral stipend. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.

**APPLICATION PROCEDURE:** By **February 19<sup>th</sup>, 2018 at 5:00 p.m.**, please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Adam Jory, at [ajory@mendocino.edu](mailto:ajory@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College academic application  
[https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic\\_002.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic_002.pdf)
- Cover Letter addressing how you meet the qualifications for this position (no more than two pages)
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- Three recent letters of recommendation addressing experience and abilities
- A written response to the following (up to two pages total):
  1. Describe the educational practices you would employ in working with rural community college students who have varied levels of skills, abilities, language and cultural experiences.
  2. Describe your theoretical and philosophical grounding in teaching reading and composition, and any specialized training that you have received.
- If you are meeting the state-mandated minimum qualifications based on equivalency, attach a written statement explaining how your qualifications are equivalent.

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

***The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.***