**Department of English, Comparative Literature, and Linguistics**

**Teaching Associate (TA) Hiring Announcement and Position Description**

**Announcement:**

The Department of English, Comparative Literature, and Linguistics at California State University, Fullerton (CSUF) invites applications for Teaching Associates (TA). Not all applicants will be hired. The term of employment is one semester, with the possibility of renewing that term for a second semester. Successful applicants will be instructors of record for ENGL 101, Beginning College Writing, a part-time position.

**Minimum Qualifications:**

•Must have a Bachelor’s degree in English or a closely related field.

•Must be a currently enrolled student in good standing in the Master’s program in English at CSUF.

•Must also be currently enrolled in or have completed the Teaching Track in English.

•Must have excellent interpersonal skills, the ability to relate well to others within an academic environment, and the ability to instruct, assist, and evaluate students.

•Must have successfully completed ENGL 402/402S, Theories of Response to Written Communication, as a minimum qualification for employment, or have equivalent academic or professional experience.

•Must have experience as a tutor in the Writing Center, an Instructional Student Assistant assigned to a developmental writing class, or some other related experience as a writing tutor.

•Must have successfully completed ENGL 590, Writing Theory and Practice, as a minimum qualification for employment. (Note: In the event that the department is unable to offer ENGL 590, students may, at the department’s discretion, be instead required to complete ENGL 599 with a course of study equivalent to ENGL 590.)

•During the semester(s) of employment, must be available for 3 WTUs of work on MWF, 8:00 AM-1:00 PM. TA-taught sections of ENGL 101 (totaling 150 minutes/week), associated office hours (a minimum of 60 minutes/week), and coordination meetings will be scheduled during MWF 8:00 AM-1:00 PM.

•During the semester(s) of employment, the TA agrees to work under supervision of an appropriate faculty member of the Department of English, Comparative Literature, and Linguistics.

• Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

**Duties:**

•TAs will be responsible for all duties associated with teaching ENGL 101 including, but not limited to, holding classes and office hours, evaluating student work, and providing students with timely feedback to ensure their success in college-level writing.

•TAs will be required to adhere to already-developed course materials including, but not limited to, a course syllabus, schedule, textbook, assignments, grading rubric, and other appropriate materials.

•TA-taught classes will be observed and evaluated on at least one occasion by a faculty representative of the Department of English, Comparative Literature, and Linguistics.

•TAs will be required to observe another TA’s class and write an evaluation.

•During the semester(s) of employment, TAs will be required to attend coordination meetings as a component of their 3-WTU workload.

**Hiring:**

Following completion of all academic minimum qualifications, applicants who meet the above qualifications may be hired as TAs for one (1) section of ENGL 101. TAs will also be required to complete a [CSU-1 Form](http://english.fullerton.edu/_resources/pdfs/csu1form.pdf) and meet the Unit 11 [Classification and Qualification Standards](https://csyou.calstate.edu/Divisions-Orgs/HR/hrm/Compensation/Classification%20Standards/R11/Teaching_Associate.pdf). The department may request additional materials from applicants. Hiring is dependent on department needs.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University’s strategic diversity goals are strongly encouraged to apply.