

Teaching-Track Assistant Professor of English – Technical and Professional Communication

The Rhetoric Program in the Department of English at Carnegie Mellon seeks a specialist in Technical and Professional Communication at the rank of [teaching-track](#) Assistant Professor beginning August in 2024.

The successful candidate will demonstrate an interest in teaching in and eventually directing our professional writing programs. Our degree programs include a B.A. in Professional Writing, a B.S. in Technical Writing, an M.A. in Professional Writing, and an M.A. and Ph.D. in Rhetoric. Technical and Professional Writing is integrated into the Rhetoric program.

We are looking for a new colleague to teach our introductory professional and technical communication courses at the undergraduate and masters levels. Successful candidates should also demonstrate their capacity to teach in some of our other professional and technical writing courses, including

- Document Design
- Instructional Writing/Design
- Advocacy/Nonprofit Communication
- Style
- Rhetorical Grammar

This faculty member will also assume the administrative position of Associate Director of our undergraduate and graduate Professional and Technical Communication Programs, and will work with the Director of the programs to shape their direction. We expect that the faculty member will eventually assume the position of Director of the Professional & Technical Communication Programs following a successful reappointment as a teaching-track faculty member.

To fill this administrative role, successful candidates ideally should have an

- understanding of evidence-based pedagogy and professional practice in professional and technical communication,
- interest in the programmatic aspects of professional and technical communication (administrative experience is a plus, but not required), and
- professional experience in the production of professional or technical communications.

The English Department at Carnegie Mellon has an active DEI committee and initiatives that we encourage new faculty to contribute to. See

<https://www.cmu.edu/dietrich/english/dei/index.html>.

Qualifications: Ph.D. in hand by the time of the appointment in Rhetoric, Communication Studies, Technical/Professional Communication, Writing Studies or a closely related field. The department particularly invites applications from members of under-represented minorities.

Appointment, Rank, and Salary: Nine-month, teaching-track Assistant Professor. The teaching-track load is three courses each semester (fall/spring) with one course release a

semester for serving in administrative roles (like Associate Director or Director of the Professional and Technical Communication Programs).

Application Procedure: Applications will be accepted online through Interfolio. Follow the link below to electronically submit a curriculum vitae, three current letters of reference, a writing or research sample, teaching portfolio (teaching statement, syllabi, and assignments), and a cover letter which includes a discussion about how diversity, equity, and inclusion inform your teaching and/or scholarship. Interfolio can be accessed using this link <http://apply.interfolio.com/127662>.

Questions may be addressed to Ms. Vickie McKay vm29@andrew.cmu.edu, (412) 268-2850.

Application Deadline: Applications received by **October 27**, 2023 will be given full consideration.

For further information about our department and university, see:

<https://www.cmu.edu/dietrich/english/>

Carnegie Mellon University is an Equal Opportunity/Affirmative Action employer. It is committed to increasing the diversity of its community on a range of intellectual and cultural dimensions. We welcome faculty applicants who will contribute to this diversity through their teaching, research and service. Carnegie Mellon University makes every effort to provide physical and programmatic access to individuals with disabilities. If you require an accommodation to participate in any part of the employment process, please contact Equal Opportunity Services by emailing employeeaccess@andrew.cmu.edu or calling 412-268-3930.