

Fall 2024 Search

ASSOCIATE TEACHING PROFESSOR OR TEACHING PROFESSOR & DIRECTOR of UCLA WRITING PROGRAMS

The UCLA Division of Humanities seeks an experienced writing program administrator to lead UCLA Writing Programs. We welcome candidates who possess a record of teaching and administrative excellence, and evidence of a strong commitment to equity, diversity, inclusive pedagogy, student success, and higher education access. The position is an Associate Professor of Teaching or Professor of Teaching with a senate appointment in the English Department. This position regularly carries a course load of 6 courses per annum on a 9/12 pay basis. The course load would be reduced to a maximum of 3 courses per annum to allow for administrative duties. For the first three years of the appointment, the course load would be set at 2 courses per annum. All teaching would be dedicated to Writing Programs courses. This position is an academic year (nine-month) appointment. Given that the Writing Programs director carries substantive duties during the summer months related to summer courses, fall enrollments and course staffing, commensurate summer compensation is built into the position.

Basic Requirements include:

1. A completed Ph.D. in Rhetoric & Composition, Writing Studies, Applied Linguistics or other discipline relevant to the position by July 1, 2025
2. 5 years' experience and excellence in college-level teaching of required writing courses and/or tutoring of college-level writing, using teaching practices informed by current evidence-based pedagogy and scholarship
3. 3 years' leadership and administrative experience related to writing programs, writing centers, and/or WAC/WID initiatives

Appointment begins on July 1, 2025. To apply, access the recruitment via this direct link, [\[https://recruit.apo.ucla.edu/JPF09862\]](https://recruit.apo.ucla.edu/JPF09862). ****Complete applications should be received by November 1, 2024****

UCLA Writing Programs (<https://wp.ucla.edu/>) is a vibrant and complex campus unit that offers first-year through advanced writing courses as well as ESL and TA mentoring and professionalization programs. The Director of Writing Programs shapes the overarching vision, mission, and administration of UCLA Writing Programs and its subsidiary programs and initiatives (i.e., first-year composition, the Professional Writing Minor, the Graduate Certificate in Writing Pedagogy, TA training, writing and oral skills courses for multilingual students and international graduate students, writing placement and international teaching assistant assessment, the Undergraduate Writing Center, summer sessions offerings, outreach to the campus and greater Los Angeles community). The director supports and manages personnel actions for Writing Programs' faculty, who come from a range of writing and academic backgrounds. Candidates will have a record of both outstanding composition teaching and academic administration (multiple direct reports, curricular innovation, faculty development, student success initiatives, gift stewardship, fiscal and enrollment management). UCLA Writing Programs employs approximately 40 full-time lecturers (represented non-Senate Faculty) and 5-10 teaching assistants (also represented employees).

The [posted UC salary scales](https://www.ucop.edu/academic-personnel-programs/compensation/index.html) (https://www.ucop.edu/academic-personnel-programs/compensation/index.html) set the minimum pay determined by rank and/or step at appointment. See Table 1. The salary range for this position is \$96,500-\$141,000. “Off-scale salaries” and other components of pay, i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions. See campus compensation page for additional information.

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in a safe and secure environment, free of violence, harassment, bullying and other demeaning behavior, discrimination, exploitation, or intimidation. With this commitment as well as a commitment to addressing all forms of academic misconduct, UCLA conducts targeted employment reference checks for finalists to whom department or other hiring units would like to extend formal offers of appointment into Academic Senate faculty positions. The targeted employment reference checks involve contacting the finalists’ current and prior places of employment to ask whether there have been substantiated findings of misconduct that would violate the University’s Faculty Code of Conduct. To implement this process, UCLA requires all applicants for Academic Senate faculty positions to complete, sign, and upload the form entitled “Authorization to Release Information” into RECRUIT as part of their application. If the applicant does not include the signed authorization to release information with the application materials, the application will be considered incomplete. As with an incomplete application, the application will not receive further consideration, only finalists (i.e., those to whom the department or other hiring unit would like to extend a formal offer) considered for Academic Senate faculty positions will be subject to targeted employment reference checks.

All University employees are required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directive may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy.