



Office of Human Resources & Employee Relations  
**ANNOUNCEMENT OF FACULTY POSITION**

**Position:** English Instructor (2 positions) **Full-Time, Tenure Track, 10 Months**

**Salary:** *Placement on the applicable salary schedule is commensurate with education.  
 Schedule F0 - \$53,933.87 - \$79,667.66/ Annually + Benefits*

**Deadline:** March 4, 2019

**Start Date:** August 2019

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**INTRODUCTION:**

To teach classes as assignment in the Rhetoric & Literacy division. Teaching assignment will be a combination of English courses.

**Required Minimum Qualifications: (Applicant must meet one of the following)**

- **Most current Minimum Qualifications for Faculty in California Community Colleges:**  
 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 specialization in reading, creative writing, or journalism **OR** the equivalent,.
- **Antelope Valley College Equivalency :** Equivalency not needed, per division faculty

**Credential(s):**

A California Community College Credential in the discipline, valid for life, may be considered for purposes of minimum qualifications.

**AND** a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (Assembly Bill 1725; Education Code 87360).

**DESIRABLE QUALIFICATIONS:**

- Experience in community college teaching, particularly basic skills instruction, and freshman composition, inquiry-based techniques, and use of educational technologies.
- Major Coursework in rhetoric and composition.
- Interest and experience in student success programs (learning communities, FYE, Umoja, etc.)
- Evidence of leadership qualities, innovative approaches to teaching, and campus-wide/interdisciplinary endeavors.
- Experience teaching technical writing
- Experience teaching online
- Evidence of currency in field

### Duties:

- In addition to teaching 15 lecture hour equivalents per semester, full-time faculty are responsible for five office hours per week and preparation time, and are expected to participate in faculty / division meetings and yearly program review.
- Full-time faculty also participate in curricular planning, student learning outcomes: data collection and writing action plans, program learning outcomes, development, assessment, and implementation; evaluation of educational programs; and college governance contributory to the attainment of the college's mission and strategic goals.
- Instructors may be assigned a combination of daytime, evening, and/or Saturday classes, as the college is dedicated to the educational success of a diverse student body with diverse needs.
- Continued professional development through the Faculty Professional Development Program or other sources is expected.
- Travel between District locations is also expected.

## APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position. Please submit **ALL** of the following documents:

1. **A completed and signed Antelope Valley College [Full-Time Academic Faculty Application](#)**  
Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. **A letter of intent**, addressing qualifications for this position.
3. **A résumé** or curriculum vitae.
4. **Transcripts** from **ALL** college work, to include showing degrees conferred, from an accredited institution(s).
  - a. Unofficial transcripts or photocopies will be accepted to establish the application file; however, official transcripts will be required if the candidate is offered the position.
  - b. Any degree from a country other than the United States., including Great Britain and Canada, must be evaluated by a professional evaluation service, and proof of such submitted with application.
5. **At least two signed letters of recommendation; must be dated within the last one to two years.**
  - a. These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Office hours: Monday-Thursday (7:30am – 6:00pm)  
Friday (7:30am – 11:30am)

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

**AVC is an equal opportunity employer.**