

**NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE**

Posting Date: February 28, 2014

Deadline Date: Position is open until filled, yet applicants are encouraged to submit a complete application by March 31, 2014 when review of the applications will begin.

Position: Assistant Professor of English Tenure-Track (English Language and Linguistics)

Department: English

Rate: Minimum Starting \$46,632

SUMMARY: The faculty member will participate in the undergraduate and graduate programs in English.

DUTIES & RESPONSIBILITIES: Faculty contractual duties include, but are not limited to:

- Prepare and teach (normal teaching load of 24 credit hours per academic year) lower and upper level undergraduate and graduate courses in History of the English Language, Old English, Sociolinguistics, Stylistics, Introduction to Modern Grammar and Composition.
- Fulfill service responsibilities to the department and university;
- Hold office hours;
- Advise and mentor undergraduate and graduate students;
- Serve on faculty or university committees;
- Conduct scholarly activities including research in area of specialization; and disseminating the results at academic conferences and in professional publications;
- May be assigned to teach evening and/or Saturday classes, courses via ITV, and/or develop and teach WEB CT courses;
- Maintain regular attendance;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION:** Doctorate or ABD in English with a specialization in the English language and linguistics.
- **EXPERIENCE:** Demonstrated excellence in teaching, research, & writing.

In addition to the minimum qualifications, preference will be given to the following:

- Secondary area in Old English
- Graduate Coursework in Department of English
- Previous success working with diverse student populations
- Previous experience interacting with multicultural communities
- Experience with distance and technology education

EMPLOYMENT REQUIREMENTS

- Employee may be required to travel to NMHU satellite campuses or teach evening classes.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill and expertise in the classroom.
- Ability in the use of technologies and/or strategies to enhance pedagogy.
- Ability to work effectively with a culturally-diverse student body.
- Ability to develop effective methodology for the integration of teaching and research.
- Ability to demonstrate excellent communication and interpersonal skills.

PHYSICAL REQUIREMENTS:

- Minimal physical requirements.

WORK ENVIROMENT:

- Work is performed in an office/classroom setting.

For more detailed information regarding the position you may contact Dr. Helen Blythe, Chair of the Department of English at (505) 454-3329 or helenblythe@nmhu.edu.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of application describing teaching & research interests; 2) curriculum vitae; 3) unofficial copies of advanced degree transcripts; 4) names/address/phone numbers of 3 professional references.

References will be contacted in conjunction with on campus interviews and official transcripts should be requested upon acceptance of the on campus interview.

**New Mexico Highlands University
Human Resources
Assistant Professor of English
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: jobs@nmhu.edu

**For disabled access or services call 505-454-3242 or TDD 505-454-3003.
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