NEW MEXICO HIGHLANDS UNIVERSITY
SEEKS AN
ASSISTANT/ASSOCIATE PROFESSOR IN CURRICULUM & INSTRUCTION/READING
LAS VEGAS, NEW MEXICO-MAIN CAMPUS

Highlands is an open-enrollment University with over 70% Hispanic, Native American, or African American students with nearly 40% studying at the Master’s Degree level. The University is committed to student success and improved retention and graduation rates. NMHU serves approximately 2,500 Undergraduate and Graduate students at the Main Campus in Las Vegas, NM (one hour east of Santa Fe) and another 1,300 students at centers in Rio Rancho, Albuquerque, Santa Fe, Espanola, and Farmington. The University enrolls students from 42 states, 19 tribes, and 35 foreign countries.

The Department of Curriculum and Instruction is responsible for a wide range of general education courses such as Research Interpretation, Advanced Educational Psychology, Principles of Curriculum and Instruction, and Socio-cultural Factors Affecting Education. In addition to the general education courses, the Department of Curriculum and Instruction provides the full range of Undergraduate reading courses.

New Mexico Highlands University is accepting applications for a nine month, tenure-track Assistant/Associate Professor position beginning August, 2016.

The Individual selected for this position will have responsibilities in the three required areas of teaching, scholarship and service. Courses to be taught will include both Graduate and Undergraduate courses primarily in the areas of Curriculum & Instruction, Literacy Education, but may include classes in other programs and/or areas depending on expertise.

JOB RESPONSIBILITIES: Faculty contractual duties include, but are not limited to teaching a full load equivalent to four (4) courses (12 Credit Hours) per semester or the equivalent of 24 Credit Hours per Academic Year; may be assigned to teach evening and/or Saturday classes, courses via ITV, internet courses, and courses utilizing Desire 2 Learn; may be assigned to supervise Field Experiences and PDS classes; develop and maintain collaborative and professional partnerships/relationships with local public schools and provide service at the university, state, local, and national levels; hold office hours as required; advise students and maintain notes on Degree Audit; direct and/or supervise student research, independent study, Field Projects, and Thesis; serve on faculty and university committees; conduct scholarly activities such as research in a particular field of knowledge and submit findings for publication and/or presentation at professional conferences; may supervise work study and/or graduate assistants; maintain regular attendance, and perform other related duties as assigned.

MINIMUM REQUIREMENTS: Education: Doctorate in Curriculum and Instruction with emphasis in Reading. (ABD will be considered if completion is expected within one Academic Year of appointment).
Experience: Three (3) years of teaching experience in Pre-K through grade 12 in public schools.

PREFERRED QUALIFICATIONS: Experience with diverse student populations; experience teaching Undergraduate and Graduate coursework in Education; experience providing outreach to first generation college students; experience with distance and technology education delivery systems; demonstrated experience in forming partnerships with school districts, and membership and involvements in one or more professional organizations.

MINIMUM STARTING SALARY – Assistant $48,000.00  Associate $53,452

While the position is open until filled, review of applications will begin December 15, 2015.
APPLICATION PROCEDURE – A complete application must include: 1) A letter of application describing teaching and research interests, 2) Curriculum Vitae, 3) unofficial copies of advanced degree transcripts, and 4) name, address, telephone number and e-mail address of three current professional references.

Required application materials should be sent to jobs@nmhu.edu.

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

For more detailed information regarding the position you may contact Dr. Carolyn Newman, Interim Dean, School of education (505) 454-3146 or newman_c@nmhu.edu.

For disabled access or services, call (505) 454-3242 or e-mail hr@nmhu.edu.
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