

# TEACHING ASSOCIATE EMPLOYMENT

ENGLISH DEPARTMENT

## Subject/Course Areas:

ENGLISH  
801, ILE WRITING I  
802, ILE WRITING II  
803, ILE WRITING III  
910, DEVELOPMENTAL WRITING  
989, TUTORING FOR ENGLISH 1001

## Duties include, but are not limited to:

**SUPERVISED CLASSROOM INSTRUCTION IN REMEDIAL AND DEVELOPMENTAL WRITING: LECTURING, FACILITATING AND DIRECTING CLASSROOM DISCUSSIONS, ADMINISTERING CLASS EXERCISES AND EXAMINATIONS, ASSIGNING CLASS PAPERS, MARKING AND RETURNING EXERCISES, EXAMINATIONS, AND PAPERS IN A TIMELY MANNER, CONFERENCING WITH STUDENTS ON A REGULAR BASIS, AND ASSIGNING COURSE GRADES. TEACHING ASSOCIATES MUST HOLD ONE OFFICE HOUR PER WEEK FOR EACH CLASS TAUGHT AND MUST ATTEND AND PARTICIPATE IN VARIOUS TRAINING ACTIVITIES SCHEDULED BY WRITING PROGRAM ADMINISTRATORS.**

**Time Base of Appointment: .266667**

## Hiring Criteria:

- Meets minimum qualification for classification  
Additional requirement/preferences for position:

CLASSIFIED OR CONDITIONALLY CLASSIFIED STATUS IN THE ENGLISH M.A. OR M.A. TESOL PROGRAM; COMPLETION OF ENGLISH 6750 (THEORY AND PRACTICE OF COMPOSITION) WITH A GRADE OF B OR BETTER; COMPLETION OF ONE QUARTER OF ENGLISH 6508 OR 6608 (SUPERVISED TUTORING OR TEACHING--OBSERVATION) WITH A GRADE OF B OR BETTER; POSITIVE RECOMMENDATION OF THE COORDINATOR OF COMPOSITION OR THE COORDINATOR OF M.A. TESOL; POSITIVE RECOMMENDATION OF THE MENTORING TEACHER AFTER COMPLETION OF 6508 OR 6608; STEADY PROGRESS TOWARD COMPLETION OF THE M.A. DEGREE EVIDENCED BY

ENROLLMENT IN AT LEAST ONE UNIT OF GRADUATE-LEVEL ENGLISH RELEVANT TO THE DEGREE [GS X6990 MAY BE USED FOR TWO QUARTERS OF EMPLOYMENT ONLY]; SATISFACTION OF THE UNIVERSITY WRITING SKILLS REQUIREMENT; GRADUATE GRADE-POINT AVERAGE OF 3.0 OR BETTER; DEMONSTRATED FLUENCY IN SPOKEN ENGLISH APPROPRIATE FOR AN UNIVERESITY CLASSROOM INSTRUCTOR IN ENGLISH [ABILITY TO PRONOUNCE WORDS IN AN UNDERSTANDABLE MANNER, ABILITY TO FORM SENTENCES OF SUFFICIENT COMPLEXITY TO CONVEY THE RELEVANT INFORMATION, AND COMMAND OF A VOCABULARY SUFFICIENT TO THE TASK OF CONVEYING THE RELEVANT INFORMATION.

**Application Procedures:**

SUBMIT TO THE CHAIR OF THE ENGLISH DEPARTMENT THE FOLLOWING MATERIALS: LETTER OF APPLICATION TO THE T.A. PROGRAM; UP-TO-DATE RESUME OR CURRICULUM VITAE; BRIEF STATEMENT OF TEACHING GOALS AND PHILOSOPHY; WRITTEN REFLECTION UPON THE MENTORING EXPERIENCE IN 6508 OR 6608; WRITTEN RECOMMENDATIONS FROM THE COORDINATOR OF COMPOSITION OR THE COORDINATOR OF THE M.A. TESOL PROGRAM AND FROM THE MENTORING TEACHER OF 6508 OR 6608; THE NAME OF ONE ADDITIONAL CSUEB ENGLISH FACULTY MEMBER WHO MAY BE CONTACTED FOR A RECOMMENDATION.

**Deadline to Apply:** JUNE 1 FOR THE SUBSEQUENT FALL QUARTER APPOINTMENT