



POSITION ANNOUNCEMENT

Position: Full-Time Faculty and Director of First Year Composition
Department: Writing Program
Reports To: Chairperson, Broadcast and Cinema Arts, Communication and Writing

Madonna University invites applications for a full-time faculty position, starting in August 2023, who will also serve as the Director of First Year Composition. The position is responsible for staffing, scheduling, and teaching first year composition courses and training composition instructors.

Madonna University is a Franciscan, Catholic co-educational liberal arts university located in Livonia, Michigan, a western suburb of the metropolitan Detroit area, with a student body that is an vibrant and diverse mix of traditional and non-traditional students. Teaching is of primary importance and faculty are expected to actively participate in university governance, academic affairs and scholarship.

Essential Duties and Responsibilities:

- 1) Oversees the administration, creation and evaluation of supplemental instruction for incoming students in conjunction with the Writing Center Director.
- 2) Handles recruitment processes to staff WRT 1000, 1010, and 1020 classes.
- 3) Conducts faculty performance reviews for composition faculty.
- 4) Schedules WRT 1000, 1010, and 1020 classes each semester.
- 5) Coordinates with the Director of First-Year Experience for scheduling Collaborative Studies clusters.
- 6) Provides professional development on best practice in writing instruction for adjunct composition faculty.
- 7) Assesses transfer substitutions and equivalencies for WRT 1000, 1010, and 1020.
- 8) Completes assigned teaching load in first year composition courses.
- 9) Develops presentations for composition and rhetoric conferences.
- 10) Sets office hours for students, faculty, and staff.
- 11) Responds to student inquiries and/or complaints related to the composition program.
- 12) Creates and conducts professional development about WAC/WID for faculty in conjunction with the Writing Center Director.
- 13) Represents the Composition Program on University committees.
- 14) Other duties as assigned.

Education and Experience includes a terminal degree (ABD considered) in Composition, Rhetoric, English, Communication, or other Writing-related discipline plus two or more years teaching at the collegiate level. Working knowledge of Microsoft Office, Jenzabar, and/or enterprise applications.

Rank and Salary are commensurate with academic qualifications and experience. Excellent benefits.

Review of applications will begin immediately and continue until the position is filled. Interested applications should submit a letter of intent and qualifications for the position, curriculum vitae, names and contact information for three references to:

Joe Pawlik
Faculty Contracts and HR Specialist
Madonna University
jpawlik@madonna.edu
(734) 432-5581

Madonna University is a Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.