
**Adjunct Faculty Pool- Intensive English Language Program – Department of Applied Linguistics-
Portland State University**

The Intensive English Language Program (IELP) is recruiting for part-time instructors of English as a Second Language for the 2012 academic year. Instructors may be needed to teach courses in English as a Second Language across program levels and skills. Appointments may be offered on very short notice. Adjuncts are hired on a per term basis.

Characteristic Duties and Responsibilities.

1. Facilitate student learning as follows:
 - A. Meet and teach the class at the assigned time, day, and place as stated in your contract.
 - B. Present instruction based on the competences and performance levels of the course as stated in the curriculum guidelines.
 - C. Maintain accurate attendance and scholastic records of students.
 - D. Respond to student questions
 - E. Provide appropriate means of instructor-student communication
 - F. Participate in the university's assessment process for faculty, courses, etc
 - G. Validate that learning has taken place
2. Plan learning activities and use teaching methods designed for a variety of learning styles to help students achieve course objectives
3. Maintain a safe classroom conducive to learning
4. Participate in planning of learning materials such as outlines, syllabi, and other curriculum materials in accordance with college and department guidelines
5. Communicate with the Faculty Coordinator and meet response deadlines
6. Participate in professional development and in-service activities, as applicable
7. Perform additional duties and responsibilities as specified at the time of hire.

Required Qualifications.

1. A master's degree in TESOL or closely related field

Preferred Qualifications.

1. IEP teaching experience
2. Experience teaching across program levels and skills
3. Monday-Friday availability
4. Evidence of a record of excellence in teaching
5. International experience
6. Evidence of developing an area of expertise

Application Guidelines. Candidates must submit a letter of interest, resume, and contact information for three available references in hard copy or by email to:

Lisa McKinney, chair of the search committee, Intensive English Language Program, PSU, UCB 401T, 527 SW Hall Street, Portland, OR 97201 Email: mckinnlj@pdx.edu

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from candidates who support diversity.