



POSITION ANNOUNCEMENT

1530 Harden Street • Columbia, SC, 29204 • (803) 376-5700 • www.allenuniversity.edu

September 18, 2008
Positions are open until filled

Faculty Positions

ACCOUNTING/FINANCE/REAL ESTATE
One Position

EDUCATION
Chair

ENGLISH
Two Positions

HEALTH EDUCATION
One Position

HISTORY
One Position

READING
Two Positions

DUTIES AND RESPONSIBILITIES

Teach the discipline listed above. Participate in departmental/university activities, college governance, and hold regular office hours. Teaching assignments will include day, evening, and/or weekend classes.

MINIMUM QUALIFICATIONS

1. Master's Degree and 18 semester hours in the discipline taught.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic background in a Historically Black College or University (HBCU).
3. One to three years teaching experience.
4. Evidence of **Best Practice** in your discipline.

PREFERRED QUALIFICATIONS

1. Evidence of 1 to 5 years strong student and peer evaluations.
2. Evidence of effective teaching.
3. Experience teaching in a Historically Black College or University (HBCU).
4. Doctorate in the discipline.
5. A willingness to embrace the vision and mission of Allen University.
6. Evidence of a strong commitment to remain current in your discipline.

APPLICATION PROCEDURE

Application package is required for any faculty position(s) for which you apply. Please do not include information that denotes age, race, sex, religion, or marital status.

1. **Cover letter:** A letter of application addressing the following: a) EACH POINT listed under Minimum and Preferred Qualifications.
2. **An Official Allen University Employment Application and Resume** or curriculum vitae detailing education, experience and professional activity.
3. **Three professional letters of recommendation** written within the last 12 months by individuals who have supervised you.
4. **Official transcripts indicating all graduate and undergraduate courses completed and degrees awarded** (unofficial transcripts **will not** be accepted).
5. **Supplementary Material:** Performance appraisal or evaluation received within the last 12 months.

Submit all application material to:

Director of Human Resources
Allen University
1530 Harden Street
Columbia, SC 29204