

# **BELHAVEN UNIVERSITY**

## **Adjunct Faculty Position**

### **Discipline: English Literature**

The School of Humanities and Ministry at Belhaven University is recruiting a pool of adjunct faculty to teach on-campus courses in **English Literature**. This position teaches courses on the main campus, therefore availability during daytime hours is a must.

Adjunct faculty serve a vital role within the School of Humanities and Ministry and are valued members of the campus community. Under the guidance of the Dean or Department Chair, adjunct faculty teach courses, facilitate course activities, provide students with timely feedback, and grade assignments and exams.

#### **Adjunct duties include:**

- Maintain frequent and open communication with faculty and staff through email, mail, telephone, and any other medium deemed appropriate
- Review course content, activities, and assignments prior to the term start date
- Meet all designated course instruction guidelines
- Provide students with timely and specific feedback
- Grade assignments and exams in a timely manner
- Respond to student inquiries within 24 hours or 1 business day
- Submit final grades in keeping with university policy

#### **Required Qualifications**

- Ph.D. or other doctoral degree in English is preferred
- An appropriate masters degree will also be considered
- Computer proficiency and experience using Canvas
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith  
<https://www.belhaven.edu/about/mission/>

#### **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link  
[http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf)  
to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Employment at Belhaven University is contingent upon the results of an independent background check.

**Send to:**

Please submit application materials to:

Monica French

Director of Academic Administration

[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)