

Pool – Lecturer
University of Kansas

Direct Link: <https://www.AcademicKeys.com/r?job=122968>

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Posted May 3, 2019, expired Sep. 27, 2019

Job Title Pool – Lecturer

Department School of Public Affairs & Admin

Institution University of Kansas
Lawrence, Kansas

Date Posted May 3, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Public Policy & Administration

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Job Description

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School of Public Affairs & Admin

Position Overview

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The School of Public Affairs & Administration invites qualified scholars and professionals to apply for part- to full-time lecturer positions for the development and instruction of in-person courses. Lecturers are non-tenure-track members of the faculty. Positions vary and are dependent upon the need, if any, each semester for development and instruction of course(s). Primary role is instruction with no obligations to perform research or service. The appointment dates will vary based on the type of lecturer appointment and the timeframe for the preparation and instruction of the course(s).

Application materials will be reviewed by the faculty and placed in a pool for consideration for developing and teaching undergraduate or graduate courses in the School of Public Affairs & Administration consistent with departmental instructional needs. Applications will be accepted throughout the year.

Lecturers may teach in any academic program offered by the School of Public Affairs & Administration including:

- Undergraduate program in public administration
- Undergraduate program in law and society
- Master's of Urban Planning (MUP) program
- Master's of Public Administration (MPA) program

Course needs vary and include the following areas: Human Resources Management; Budgeting and Policy Analysis; Public Finance; Public Policy and Administration; Public Management; Organizational Analysis; Ethics; Quantitative Methods; Nonprofit Management; Organizational Change; Information Technology; Performance Management; Auditing; Law & Society; Urban Planning; Housing and Development; Sustainable Land Use Planning; Transportation; Electives related to the above topics.

The successful candidate must have appropriate authorization to work in the U.S. before employment begins.

Job Description

Regular Lecturer Duties:

100% - Regular Lecturer Duties: In-Person Lecturer

Teach a specified number of either undergraduate or graduate courses per semester.

- Prepare for and attend all class meetings. Provide timely feedback and instructor/student interaction. Regular weekly interaction is expected in online courses.

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- Provide instruction for course(s). For online courses, class meetings will generally be asynchronous, but instructional expectations match those of the face-to-face experience.
- Develop & administer assignments & tests, evaluate student work, provide timely feedback to students, and assign grades. Be available for students involved in classes taught. “Office hours” may include a set time where students can contact the instructor, but must also include expectations for timely responses to student inquiries outside of a set contact time.
- Adhere to departmental, college and university policies.

Required Qualifications

Evaluation of the following requirements will be made through (1) descriptions of work experience and educational experiences in letter of application, (2) record of accomplishments and productivity addressed in resume, and (3) information provided from professional references.

To teach undergraduate courses, applicants must meet one of the following criteria:

1. Possess a master’s degree in a related field
2. Possess a bachelor’s degree in a related field plus five (5) or more years of work experience directly related to specific area of instruction

To teach master’s courses, applicants must meet one of the following criteria:

1. Possess a PhD in a related field
2. Possess a master’s degree in a related field plus five (5) or more years of work experience directly related to the specific area of instruction

Preferred Qualifications

1. Previous successful teaching experience

Contact Information to Applicants

Diana Koslowsky
dianak@ku.edu
785-864-3527

Additional Candidate Instruction

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A complete application will include:

- A letter of application, including a list of courses the applicant is qualified to teach (<https://kupa.ku.edu/class-offerings>)
- A curriculum vitae
- The names and contact information (including email) for three professional references

Review of applications is ongoing and hires will be made as positions become available throughout the academic year.

Deadline/ Review Date: Ongoing

Estimated Start Date: Ongoing

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact