

Pool – Lecturer  
University of Kansas

Direct Link: <https://www.AcademicKeys.com/r?job=234647>

Downloaded On: May. 16, 2024 3:03pm

Posted Apr. 15, 2024, set to expire May 21, 2024

**Job Title** Pool – Lecturer

**Department** School of Public Affairs&Admin

**Institution** University of Kansas  
Lawrence, Kansas

**Date Posted** Apr. 15, 2024

**Application Deadline** Open until filled

**Position** Available immediately

**Start Date**

**Job Categories** Lecturer/Instructor

**Academic Field(s)** Urban Studies and Planning

Sociology - Crime, Justice & Law

Public Policy & Administration

Government - Policy/Public Affairs

Economics - Public Finance

**Job Website** <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&>

**Apply By Email**

**Job Description**

Pool – Lecturer

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### School of Public Affairs&Admin

#### Position Overview

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 and online 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). Classes can range from 8-16 weeks depending on programmatic needs.

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: Public Finance; Public Management; Nonprofit Management; Performance Management; Auditing; Human Resources Management; Budgeting and Policy Analysis; Public Policy and Administration; Organizational Analysis; Ethics; Quantitative Methods; Organizational Change; Information Technology; 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

##### Lecturer Duties:

100% - Lecturer Duties: Teach a specified number of courses per semester. Courses may be

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undergraduate or graduate level and may be taught face-to-face, hybrid or online.

- \* Design course content and syllabus in accordance with departmental guidance and KU standards, utilizing resources provided by the School and University as needed.
- \* Prepare for and attend all class meetings. Provide timely feedback and instructor/student interaction.
- \* Provide instruction for course(s). Instructional expectations for online courses 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 C.V., 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
3. Possess a bachelor's degree in a related field plus eight (8) 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 Moore, SPAA Administrative Officer  
[dianak@ku.edu](mailto:dianak@ku.edu)

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**Additional Candidate Instruction**

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 will begin June 19, 2024 and will be ongoing with hires being made as positions become available throughout the academic year.

**Contact Information**

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

**Contact**

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