

University of Illinois Springfield

School of Communication and Media

Job Posting for: Instructor & Director, Oral Communication Basic Course

Summary:

The School of Communication and Media at the University of Illinois Springfield invites applications for an Instructor & Director of Oral Comm Basic Course. The position will be a 3/3 teaching load of our intro to comm/public speaking course, with the possibility of summer teaching. Beyond teaching, the director would perform such duties as overseeing the general education course, facilitating grading training, reviewing instructors' courses/teaching, implementation/collection of assessment, maintaining the common course syllabus, ensuring compliance, textbook review/selection, organizing a TA program, and the opportunity to manage a public speaking lab. This will be a 3-year contract, with the opportunity for renewal.

Duties & Responsibilities:

This instructor would teach COM 112-Oral Communication. Basic Course Director to teach 3 sections each semester: 75%

Directing the Oral COM basic course will account for the majority of service responsibilities: 25%

Minimum Qualifications:

M.A. in Communication

Two years of excellence in teaching experience at the university level

Preferred Qualifications:

Ph.D. in Communication

One year of overseeing the basic course

Teaching in an online/blended format

Apply at: <https://www.uis.edu/hr/employment>

Application deadline: 10/17/2022

Minimum starting salary \$50,000

Application instructions: Click the "Apply" button, create or update your profile, complete the online application, and upload a cover letter addressing the responsibilities of the position, current curriculum vita or resume, and teaching statement and evidence of teaching effectiveness. Contact information for professional references will be requested later in the search process. Formal review of applications will begin soon after the application deadline and continue until the position is filled or the search is terminated.

About UIS: Located in the state capital, the University of Illinois Springfield is one of three members of the University of Illinois system. The University serves approximately 4,000 students in 21 graduate and 31 undergraduate programs. The academic curriculum offers students a strong liberal arts core, a wide range of professional programs, and close faculty interaction. Making the most of its location in the state capital, UIS is broadly engaged in public policy and service. Its diverse student body includes traditional, non-traditional, and international students. Twenty-five percent of majors are in 17 undergraduate and graduate online degree programs and the campus has received several national awards for its implementation of online learning. UIS faculty are committed teachers, active

scholars, and professionals in service to society. The University emphasizes excellence in teaching, and faculty are also expected to provide a balance of scholarship and service activities to meet requirements for tenure and promotion. You are encouraged to visit the university web page at <https://www.uis.edu> and the department/school web page at <https://www.uis.edu/scm>

About Springfield, Illinois: <https://www.uis.edu/academic-affairs/about-our-springfield-community>

New Policy: All offers for employment are contingent upon proof of vaccination against the COVID-19 virus, or an approved exemption, pursuant to UIS New Hire COVID Policy Supplement.

UIS employment in this role is not covered by Social Security, and instead, is covered by the State Universities Retirement System

You do not pay Social Security taxes and your earnings will not be on your Social Security record. (Your record will, however, show your Medicare wages.)

Your pension from the State Universities Retirement System may affect the amount of your:

Social Security benefit and  
Social Security benefit as a spouse

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted by contacting UIS HR at [hremloyment@uis.edu](mailto:hremloyment@uis.edu) or call 217-206-6652.