

Instructor Pool Writing and Literature UC Berkeley  
Extension  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254277>

Downloaded On: May. 6, 2025 9:24pm

Posted Mar. 11, 2025, set to expire May 13, 2025

<b>Job Title</b>	Instructor Pool Writing and Literature UC Berkeley Extension
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 11, 2025
<b>Application Deadline</b>	05/13/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Journalism English Creative or Technical Writing
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6068407">https://apptrkr.com/6068407</a>

**Apply By Email**

**Job Description**

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**Instructor Pool Writing and Literature UC Berkeley Extension**

**Position overview**

**Salary range:** A reasonable estimate for this position is \$1,200 - \$2,300 per course, or \$115 - \$170/student for an asynchronous online course. Instructor compensation is determined by course length, number of units, enrollment, budgetary considerations, and other factors.

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**Percent time:** Part-time temporary appointments are offered by agreement on a course-by-course basis.

**Anticipated start:** Some appointments may begin as early as the fall semester.

**Review timeline:** Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

**Position duration:** Appointment length is based upon course section schedule(s). Appointments may be renewable based on need, funding, and performance.

**Application Window**

**Open date:** May 14, 2024

**Most recent review date:** Monday, May 5, 2025 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

**Final date:** Tuesday, May 13, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

**Job Type**

Academic - Non-Tenure Track

**Job Summary**

UC Berkeley Extension, the professional and continuing education division at the University of California, Berkeley, invites applications for a pool of qualified instructors to teach online courses for our Writing and Literature programs.

UC Berkeley Extension seeks dynamic instructors with a commitment to undergraduate, professional and continuing education in Writing and Literature to lead one or more courses each year. The pool will remain in place for one calendar year; those interested in remaining in the pool beyond the advertised final closing date must reapply. The number of these positions varies from semester to semester, depending on the needs of the department.

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Courses are offered online:

- Online instruction is delivered asynchronously through our learning management system (Canvas) or through synchronous live lectures (Zoom).
- Most synchronous live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

### **General Duties**

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following subjects/specializations (but not limited to). Please refer to a full list of current programs and courses in the departmental link below.

### **Writing**

- Academic Writing
- Business Communications
- English Composition
- Genre Fiction Writing
- Journalism
- Literary Fiction Writing
- Nonfiction Writing
- Poetry
- Public Relations Writing
- Science Writing
- Screenwriting
- Social Media Writing

### **Literature**

- American Fiction
- British Literature
- Contemporary Literature
- World Literature

**Instructor duties include but are not limited to:**

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- Complete mandatory training programs by deadlines established by UC Berkeley.
- Complete required administrative tasks in a timely manner including: updating and submitting syllabi using approved syllabus template; communicating required texts and materials; communicating classroom technology and support needs.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course materials. May be based upon programmatic and/or student feedback.
- Prepare and deliver course materials, lectures/presentations, and design learning assessments.
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning.
- Stay current within the subject, discipline or field of practice.
- Use subject-matter expertise and leverage additional resources appropriately to enhance the curriculum.
- Utilize course support platforms, including the Canvas Learning Management System and Zoom Pro (as applicable).
- Communicate teaching objectives and specific learning outcomes to students, and clearly outline/explain the grading policies for the course.
- Respond to student questions and learning needs in a timely manner.
- Employ culturally competent and inclusive teaching methodologies in the classroom (including teaching non-native speakers and/or students with academic letters of accommodations for disabilities).
- Evaluate student achievement of specific learning outcomes and assign grades.
- Post final student grades to the transcript system within two weeks of course completion.
- Handle student inquiries about final grades and consult with Program Manager as needed.
- Retain student records according to University policies.

**Writing and Literature Programs:** <https://extension.berkeley.edu/academic-areas/writing-editing-and-technical-communication/#!?tab=programs&availability=open>

### **Qualifications**

**Basic qualifications** (required at time of application)

- Advanced Degree

**Additional qualifications** (required at time of start)

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- All work must be performed in the United States, whether in person or online. For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such as a US visa that allows employment) is required by the start date of the position. Due to the part-time, temporary nature of instructor positions, UC Berkeley Extension is unable to provide US visa/work permits for this position.

### Preferred qualifications

- 5 or more years of professional and/or academic experience in the course subject.
- 3 or more years of teaching experience in the course subject at a U.S. college/university institution.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- Experience teaching online and/or developing academic content for online courses.
- Ability to convey conceptual and complex ideas and information.
- Effective verbal/written communication and presentation skills (English).
- Effective organizational skills with attention to detail.
- Ability to collaborate with colleagues and work within a team environment.
- Proficiency in (or willingness to learn) instructional and other technology, such as: Learning Management Systems (Canvas); lecture/presentation capture applications (Panopto); online video conferencing (Zoom); Microsoft Office (Word and PowerPoint); file sharing (Google drive or Dropbox); and Google Workspace tools (email, calendar, docs, sheets, slides, etc).

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).
- Misc / Additional - May include writing samples, sample syllabi, recent teaching evaluations, etc. Please compile all documents into one PDF document.

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(Optional)

### Reference requirements

- References are requested from candidates at the interviewing stage, and references are only contacted for finalists.

**Apply link:** <https://aprecruit.berkeley.edu/JPF04416>

**Help contact:** [extension-jobs@berkeley.edu](mailto:extension-jobs@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service. These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any

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misconduct.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

San Francisco Bay Area, California, U.S.A.

To apply, visit <https://aprecruit.berkeley.edu/JPF04416>

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**Contact Information**

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

**Contact**

N/A

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