

**Hiring Pool for Part-Time Instructors  
Composition for Multilingual Students, English Department  
San Francisco State University**

Instructors in the CMS Program are selected from a pool of qualified teachers. All instructors are hired on a part-time basis and typically teach from one to four classes. Outlined below are the requirements for candidacy and the application procedure for admission to this hiring pool.

It is always unclear how many sections of CMS courses will be offered. At present there is no guarantee that new teachers will be hired during the 2016 academic year. Current faculty members who have already been screened for the pool and are teaching in the program have entitlement, which means they have priority for available classes. New teachers are then hired from the pool to teach remaining unstaffed sections. Hiring is based on overall competence to teach in the program rather than the ability to teach a specific course.

All new teachers are hired on a semester-by-semester basis. Last year the lecturer salary for one three-unit course was \$4150 (Range 2). Please note the following due dates:

APPLICATION FORM and CURRICULUM VITA DUE:	Wednesday, March 18, 2016
SCREENING EXAM: (HUM 112, 11a.m.–2 p.m.)	Wednesday, March 30, 2016
LETTERS, STATEMENT, TRANSCRIPTS DUE:	Wednesday, March 30, 2016
INTERVIEWS for qualified applicants	Wednesday, April 13, 2016

**Requirements for Admission to the Hiring Pool:**

1. Applicants must hold an M.A. in TESOL or a closely related field. Graduate student applicants who will be completing their last semester of course work in Spring or Fall 2016 may apply at this time; however, such applicants are generally hired only after they have completed their course work.
2. Applicants should have university-level CMS teaching experience in the area of writing instruction. (The CMS program at San Francisco State University is primarily a composition program.)
3. Applicants must have a complete application on file in the CMS Program office. The application must include a curriculum vita, letters of reference, transcripts, an application form, and a statement of purpose.
4. Applicants must successfully pass the CMS screening exam. (Please note that the exam is administered only once a year in the spring.)
5. Applicants who have passed the screening exam must successfully complete an interview with the CMS committee, a group of six full-time and part-time faculty.

## **Application Procedure:**

1. Submit an application. Pick up an application packet in the Writing Program Office, Humanities 488. If you are unable to come to campus, request a packet by mail or by calling (415) 338-2128. Submit the application form and a curriculum vita to:

Lisa Heyer  
CMS Program Coordinator  
Department of English  
San Francisco State University  
San Francisco, CA 94132

2. Prepare these supporting documents to bring to the screening exam on March 30, 2016.
  - a) Three letters of recommendation from professors and/or supervisors. Special forms are included in the application packet, but use of these forms is not essential.
  - b) A transcript of all completed M.A. course work. If applicable, supply a statement of work in progress and/or to be completed. An unofficial transcript is acceptable.
  - c) A short written statement (no more than 500 words) discussing how your experience qualifies you to teach in our CMS Program.
  - d) If possible, furnish summaries of student evaluations for previous courses taught.
3. Take the screening exam on March 30, 2016. Report to Humanities 487. (Bring supporting documents [letters, statement, and transcript] to the screening exam). The screening exam is practical and pedagogical in nature and includes:
  - a) Writing a response to an early stage draft of a student composition;
  - b) Analyzing grammatical and rhetorical problems in a student composition and ranking the problems according to their seriousness.

For both parts you will be asked to provide an explanation of why you responded as you did.

4. You will be informed of your results within two weeks. Applicants who meet the program requirements and successfully pass the screening exam will be invited for interviews.
5. Interview with the CMS Committee on April 13, 2016 for qualified applicants.

Those interviewed will be notified as to their acceptance into the hiring pool within two weeks.

If you have any further questions, please contact Kitty Quinn-Friel, the Writing Programs Office Coordinator (Humanities Building, Room 487) at 415-338-2128.

San Francisco State University is an Equal Opportunity/Affirmative Action employer.