

# BELHAVEN UNIVERSITY

## **Adjunct Instructor Position: Creative Writing**

The School of Fine Arts at Belhaven University is seeking adjunct instructors to teach on-campus Creative Writing courses during daytime hours. Adjunct instructors serve a vital role within the School of Fine Arts and are valued members of the campus community. Under the guidance of the Dean and Department Chair, adjunct faculty teach courses, facilitate course activities, lead workshop discussions, provide students with timely feedback, and grade assignments and exams.

### **Adjunct duties include:**

- Teach courses in short fiction, long fiction, creative nonfiction, and/or introduction to creative writing.
- Serve as a member of the senior defense committee for the evaluation of capstone projects.
- Maintain frequent and open communication with faculty and staff through email, telephone, and any other medium deemed appropriate.
- Review course content, activities, and assignments prior to the term start date.
- Meet all designated course instruction guidelines.
- Provide students with timely and specific feedback.
- Grade assignments and exams in a timely manner.
- Respond to student inquiries within 24 hours or 1 business day.
- Submit final grades in keeping with university policy.

### **Required Qualifications:**

- M.F.A or Ph.D. in creative writing is preferred.
- Computer proficiency and experience using Canvas.
- The successful candidate must articulate a Christian worldview in their area of service and must fully support the University Vision, Mission, and Statement of Faith  
<https://www.belhaven.edu/about/mission/>

### **Application Process:**

To be considered for this position, a complete application packet must be received. A complete application packet will include the following:

- Letter of Intent, including an explanation of how your prior experience fulfills the above responsibilities and qualifications
- Resume / CV
- A 3-4 paragraph statement of how you would integrate a Biblical worldview into all instructional content
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage, including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link [http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) to review Belhaven University's Commitment Statement, including our employee expectations. Should you receive a job offer, you will be asked to sign this commitment.

Employment at Belhaven University is contingent upon the results of an independent background check.

### **Please submit application materials to:**

Dr. Monica French, Assistant Vice President for Academic Administration  
mfrench@belhaven.edu