



## ANNOUNCEMENT OF POSITION OPENING

**Date of Notice for Tompkins Cortland Adjuncts: March 20, 2025**

**Date of Notice for All Other Applicants: April 4, 2025**

**POSITION OFFERED:** Adjunct Faculty, English

**EMPLOYMENT DATE:** Fall 2025 – 08/25/2025-12/12/2025

**TERM OF EMPLOYMENT:**  
Adjunct, Non-renewable

**JOB DESCRIPTION:** The Department of English is accepting applications for the position of adjunct in the area of Composition for Fall 2025. These courses may include ENGL098/ ENGL100 - Academic Writing I and support course, and ENGL101 - Academic Writing II.

Teaching assignments may involve teaching day, evening, online, hybrid, and HyFlex courses.

Adjunct instructors will be expected to:

- Provide excellent teaching and instruction
- Create, submit, and follow a syllabus that aligns with the course's Master Course Syllabus
- Use the Learning Management System to provide course materials to students
- Be available to students through office hours, timely grading, and responsive communication
- Read and abide by the policies listed in the Teaching Manual
- Submit all records by their respective deadline; including progress reports, student concern notices, and grades
- Understand and enact mission and values of TC3, and the equity, diversity, justice and inclusion plan.

**MINIMUM QUALIFICATIONS:** Master's Degree in English, English Education, Composition/Rhetoric or a related degree from an accredited institution or Master's Degree with 18 graduate credit hours in same fields. Experience teaching the skills that are part of Developmental English (grammar, paragraphing, and short essay) at the high school or college level.

**PREFERRED QUALIFICATIONS:** Experience teaching in an accredited higher education institution, especially a community college, is preferred.

**EXPECTED HIRING SALARY RANGE:** For Adjunct Faculty, rates are pursuant to the collective bargaining agreement between Tompkins Cortland Community College and the TC3 Adjunct Association. For each credit, the Fall 2025 entry pay rate is \$1,105 - \$1,165 dependent upon experience.

**Review of applicants to begin April 4, 2025 and is ongoing.** NOTE: This is a part-time (Adjunct) faculty position. Adjunct positions are ongoing-recruitment pooled positions. Your materials will be retained in our active files and be considered on an as-needed basis. Candidates must currently reside or be willing to relocate to New York State at time of employment. Additionally, maintaining New York State residency will be required for the duration of employment.

**To apply, visit [www.tompkinscortland.edu/college-info/employment](http://www.tompkinscortland.edu/college-info/employment).** Note: Additional application materials/essays will be requested.

**Tompkins Cortland Community College is a culturally diverse campus with over two decades of strong partnerships with international colleges and universities and a commitment to preparing our students for citizenship in a global society. Tompkins Cortland Community College is accredited by the Board of Regents of the State of New York and by the Middle States Association of Colleges and Schools and awards associate degrees in career-oriented and liberal arts/sciences programs of study. Enrollment is approximately 3,500 students. To learn more about the College, visit our website at [www.tompkinscortland.edu](http://www.tompkinscortland.edu). Visa sponsorship not available. Women and minorities are strongly encouraged to apply. AA/EOE**

**Location:** Tompkins Cortland Community College is located in the naturally beautiful and culturally rich Finger Lakes region of upstate New York, near Syracuse, Rochester, Ithaca, and Binghamton. The area is host to many colleges, including Cornell University, as well as excellent healthcare, museums, festivals, and business enterprises.