



## SUMMARY

The Department of Chemistry at the University of Portland invites applicants for an Instructor position to begin August 15, 2021. Primary teaching responsibilities will consist of three organic chemistry courses (laboratory and lecture) per semester. The successful candidate will also have administrative responsibilities to coordinate the organic chemistry laboratory courses, which includes curriculum development, supervision of laboratory preparation, ordering chemicals and supplies, compliance with waste disposal regulations, and hiring and supervision of adjunct instructors and student teaching assistants.

The successful candidate will join an ACS-approved Chemistry Department and collaborate closely with the organic chemists within the department. More information about the department can be found at <https://college.up.edu/chemistry/>. The university strives to recruit and retain faculty, staff, and students from underrepresented groups to create a vibrant, diverse intellectual community. In this vein, the successful candidate will have demonstrated lived experience, knowledge, skills in, and/or commitment to diversity, equity & inclusion work within or transferable to higher education. Also, the applicant should articulate their understanding of the university mission (<https://www.up.edu/about/mission.html>) and highlight how it is compatible with their approach to teaching and service.

To receive full consideration, please submit a completed application by **February 1, 2021**. To apply for this position: <https://up.hiretouch.com/job-details?jobid=66190>.

## RESPONSIBILITIES

The expected teaching commitment is 12 credit hours per semester; this is a full-time, 9-month (August-May) position. The standard teaching responsibility for an Instructor position is four courses per semester. For this position, the primary teaching responsibilities will consist of three organic chemistry courses (laboratory and lecture) per semester. The successful candidate will also have administrative responsibilities, to coordinate the organic chemistry laboratory courses, which includes curriculum development, supervision of laboratory preparation, ordering chemicals and supplies, compliance with waste disposal regulations, and hiring and supervision of adjunct instructors and student teaching assistants. These administrative duties count as equivalent to teaching one course per semester.

## **REQUIREMENTS**

### **Education and Experience**

A Ph.D. or M.S. with equivalent experience in organic chemistry is required.

### **Knowledge, Skills and Abilities Preferred**

Teaching experience and experience developing or organizing labs at an undergraduate level is strongly preferred.

Demonstrated lived experience, knowledge, skills in, and/or commitment to diversity, equity & inclusion work within or transferable to higher education.

## **APPLICATION INSTRUCTIONS**

To apply, please submit the following additional documents with your online application:

- 1) Cover letter
- 2) Curriculum vitae
- 3) Copies of your graduate and undergraduate transcripts (unofficial copies are acceptable for the initial application)
- 4) Statement of teaching philosophy that addresses the candidate's potential for or evidence of teaching excellence, including the administrative responsibilities of the position; commitment to diversity, equity & inclusion; and the mission of the university.
- 5) Contact information for three references from whom we can solicit letters of recommendation (recommenders will automatically be sent e-mails with specific directions about how and where to upload their letters).

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