**Position Description Template for LECTURER OR SENIOR LECTURER, 12-MO APPT. 8-WEEK COURSE MODEL**

Note to Search Committees: Use this document to craft the advertisement for your open faculty position. The content below is organized and titled the way that you will see it when you enter the information into Kenexa (BrassRing). If a margin comment reads “You will not have to enter this information…” then it means that HR already has the info and it will be populated in Kenexa based on what type of position (e.g., tenure-track, PoP) you select. The reason that search committees must complete this template instead of only using Kenexa is that committees are asked to post job advertisements in venues besides those in which HR posts positions. You will need this document (or an excerpt of it) to submit to the additional venues that your committee identifies as advantageous to recruiting a robust and diverse applicant pool.

**About the University:**

Established in 1923, Texas Tech University is a Carnegie R1 (very high research activity) Doctoral/Research-Extensive, Hispanic Serving, and state-assisted institution. Located on a beautiful 1,850-acre campus in Lubbock, a city in West Texas with a growing metropolitan-area population of over 300,000, the university enrolls over 40,000 students with 33,000 undergraduate and 7,000 graduate students. As the primary research institution in the western two-thirds of the state, Texas Tech University is home to 10 colleges, the Schools of Law and Veterinary Medicine, and the Graduate School. The flagship of the [Texas Tech University System](http://www.texastech.edu/), Texas Tech is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. It is committed to enhancing the cultural and economic development of the state, nation, and world.

Online teaching positions at Texas Tech University offer the flexibility to work from anywhere while remaining fully engaged in the university’s academic mission. These positions do not require a duty point in Lubbock, allowing faculty to live and work in their chosen community. Online instructors are part of a dynamic and supportive teaching network, with access to robust instructional resources, professional development opportunities, and connections with colleagues and students across the state and beyond.

**About the College:**

Texas Tech University Online extends the university’s commitment to high-quality education to learners worldwide. Through a wide range of fully online degree programs and courses, Texas Tech Online offers flexible, accessible learning that maintains academic rigor. Online instructors are part of a collaborative community with access to instructional design support, training, and digital tools to enhance student engagement. Faculty teaching online at Texas Tech are valued members of the university and contribute to its mission of teaching, research, and service, regardless of their location.

**About the Department/School/Area:**

Insert Department/School/Area boilerplate language here.

**Position Description:**

The Department/School/Area of XXXX in the College of XXXX at Texas Tech University invites applications for a full-time, 12-month Lecturer/Senior Lecturer position in XXXX to begin XXXX.

This position is assigned to the online teaching of 8-week courses that are offered as part of five 8-week terms, scheduled throughout the year (two in the fall, two in the spring, and one in the summer) to provide better flexibility to non-traditional students who represent a significant part of the online student population at Texas Tech University. All courses in these 8-week terms are offered asynchronously.

While appointed to this position, you will accrue vacation and will be required to report leave monthly following [TTU’s Operating Policy 70.01](https://www.depts.ttu.edu/opmanual/OP70.01.php) and [TTU System Regulation 07.12.](https://www.texastech.edu/offices/cfo/system-regulation-07.12-employee-leave.pdf) Since you will accrue vacation, you will follow a staff holiday schedule, which is available here: <https://www.depts.ttu.edu/hr/empbenefits/holidayschedule.php>.

All prospective employees are encouraged to visit [Work at Texas Tech](https://www.depts.ttu.edu/hr/workattexastech/) to learn more about becoming a part of our campus community.

**Major/Essential Functions:**

At Texas Tech University, the Lecturer/Senior Lecturer title designates a full-time, non-tenure-acquiring role with primary duties in teaching organized classes and/or instructional labs. In line with TTU’s strategic priorities to engage and empower a dynamic student body, applicants should have experience working with a breadth of student populations at the undergraduate level.

As a faculty member in the Department/School/Area of XXXX, you will be expected to:

**Required Qualifications:**

1. Degree or range of degrees (if certifications and licensures are also required, include those here);
2. Specific experience in teaching (be sure to state required minimum lengths of experience, if applicable, as well as whether teaching while a graduate student will satisfy or count toward this requirement).

**Preferred Qualifications:**

In addition to the required qualifications, individuals with the following preferred qualifications are strongly encouraged to apply:

**Safety Information:**

Adherence to robust safety practices and compliance with all applicable health and safety regulations are responsibilities of all TTU employees.

**Equal Opportunity Statement:**

The University does not tolerate discrimination or harassment of any employee or applicant for employment because of sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information, or any other legally protected category, class, or characteristic.

**Special Instructions to Applicants:**

Please include the following documents in your application:

1. Curriculum Vitae
2. Cover Letter
3. Other document(s) directly related to required qualifications
4. List of references

Questions about this position should be directed to Dr. /Prof. XXXX, Search Committee Chair at XXXXX. If you need assistance with the application process, contact Human Resources, Talent Acquisition at [hrs.recruiting@ttu.edu](mailto:hrs.recruiting@ttu.edu) or 806-742-3851.

**Application Process**

The deadline to submit applications is on XXXX.

To ensure full consideration, please complete an online application at: (insert hyperlink here). Requisition # XXXX

Note to Search Committees: all Position Descriptions are reviewed by multiple offices, including the Office of Faculty Success. Once you complete this template, the person serving as your search’s hiring manager will submit the required information into Kenexa. [Tyra Bradford,](mailto:tyra.bradford@ttu.edu) Senior Administrator in the Office of Faculty Success, will be notified by Kenexa when your submitted position description is ready for her to review. There is no need to send this document separately via email to Ms. Bradford.