**Writing and English for Academic Purposes Program Director Position**

**Wenzhou-Kean University**

Wenzhou-Kean University (WKU), located in Wenzhou, China, one of three Sino-American universities along with NYU Shanghai and Duke Kunshan University, is approved by the Ministry of Education of China. Launched in 2012, WKU offers a unique model of higher education in partnership with Kean University, a comprehensive, public university in the state of New Jersey that is accredited by the Middle States Commission on Higher Education. WKU sits on approximately 500 beautiful acres and currently enrolls about 4,500 undergraduate students, and it is now in the midst of a rapid growth that will bring enrollment to 7,500 students within the next five years. All instruction is in English, and all curriculum is provided by Kean University. In addition to its current 18 undergraduate programs, WKU has been approved by the Ministry of Education for offering 8 Master’s and 3 doctorate programs. Wenzhou is one of the most vibrant and economically advanced developed cities on China’s East Coast, located one hour by plane and just over three hours by high-speed train from Shanghai.

**About the Job:**

The **Program Director** is both a lecturer faculty member and the administrative leader of the **Writing and English for Academic Purposes Program** responsible for managing the Pre-Intensive English Preparation (PIEP) program and the first-year ESL/EAP and composition courses. The Program Director works under the direction of the WKU Campus Dean of the College of Liberal Arts. The core administrative responsibilities of the Program Director encompass, but are not confined to, the following:

* cast and maintain a vision for the program that is consistent with the broader WKU institutional strategic plan;
* assist in recruitment events such as high school visits and open houses;
* course scheduling and assignment of other responsibilities to the First-Year English Language Program faculty;
* manage program budget and allocate resources efficiently;
* conduct classroom observation, complete observation reports, review portfolios for reappointment applications, provide written evaluations to Lecturers, make recommendations on reappointment or non-reappointment of Lecturers to the dean; and make recommendations on Lecturer salary raises to the dean;
* adjudicate faculty and student concerns and grievances in a fair and consistent manner while upholding University policies and processes;
* maintain professional decorum and create a climate of collegiality among faculty, staff, and students;
* conduct curricular review and communicate the needs to the WKU Campus Dean who will work with Kean USA for curriculum revisions;
* oversee accreditation process and assessment activities including gathering data and preparing reports;
* appoint faculty search committee and monitor the search progress;
* appoint and monitor various committees pertinent to the development and maintenance of the program (e.g.: ESL/EAP, Composition, and PIEP);
* provide mentorship to new faculty and support professional development;
* conduct program faculty meetings at least once a month;
* supervise administrative staff;
* coordinate with WKU administration on program-related matters;
* foster collaboration with external professional organizations and communities.

The Program Director will be a full time, 11-month lecturer position. Each term is set for three years, allowing the incumbent Program Director to reapply, alongside other candidates, for the subsequent term. A Program Director can hold the position for a maximum of two consecutive terms. Program Directors are required to be on campus at least four days a week (Monday through Friday) exclusive of university holidays and winter break, with a requirement of at least seven hours per day, to assist faculty and students, and perform administrative duties. Upon receiving approval from the dean, Program Directors have the option to work remotely during the winter semester. However, it is important that they remain available to respond promptly to students and faculty throughout the winter semester. The Program Director is required to teach no more than 12 credits in the academic year in addition to assigned managerial duties and responsibilities.

**Qualifications:**

M.A. in rhetoric and composition, linguistics, TESOL, translation, or English literature is required; a Ph.D. is preferred. Strong candidates will have at least three years of higher education administrative experience, preferably in English language and writing program management. English fluency is required.

**Application Information:**

Review of applications will begin immediately and continue until the position is filled. Please send cover letter, resume, statement of administrative philosophy, statement of teaching philosophy, and contact information of three professional references by email to the Search Committee at WEAPPD@wku.edu.cn. Official transcripts for all degrees and three current letters of recommendation are required before appointment.

**Salary and Benefits Information:**

* Salary that is internationally competitive and commensurate with experience
* A well-rounded healthcare coverage, academic travel up to $2,000, housing options and subsidy up to $3,000, home traveling up to $6,000 (2 international round-trip airfares), a reimbursement to cover relocation expenses up to $1,000
* Up to 8% front-load retirement benefits in accordance with completion of years of service with the university
* WKU tuition waiver up to 50% for spouse/dependent children of faculty for undergraduate programs
* Shuttle bus services for faculty to travel to and from campus
* The opportunity to teach high quality students. About 60% of students were admitted to graduate schools in the World’s Top 50 Universities ranked by QS or Time Higher Education.

**Background Screening:**

Wenzhou-Kean University conducts background screenings on all candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background screenings.