

Job Description

The Department of Politics and International Affairs (PIA) is hiring a non-tenure track Assistant Teaching Professor of Public Administration based out of the Flagstaff Mountain Campus. The position is teaching focused, non-tenure eligible, and expected to be continuing with potential for promotion. Renewal is contingent upon successful completion of a probationary year, effective performance, continued funding, and department needs.

We seek a dynamic, undergraduate Public Administration educator with public sector practitioner experience to engage with a diverse group of adult, first generation, professional/working, and transfer students primarily in the online learning environment. The successful candidate should be a public administration generalist with the ability to teach a variety of courses online and potentially in-person in our undergraduate public administration degree programs (e.g., introduction to public administration, research methods, human resources, leadership, ethics, organizational theory, public budgeting).

NAU and the Department of PIA are committed to hiring and developing a diverse faculty, and we encourage candidates from marginalized groups as well as individuals who have experience working with diverse communities to apply. In addition to teaching, the successful candidate will be involved in program evaluation, curriculum and course development, part-time faculty support, collaboration with other internal and external stakeholders in promoting the program throughout Arizona, the department, university, and/or community service.

Minimum Qualifications

- Ph.D./doctorate in public administration or related field such as political science, public, policy and/or public affairs conferred by appointment date
- Experience teaching public administration courses online
- Two years' public or nonprofit organization professional experience
- Prior experience doing work that supports underrepresented populations as evidenced through service, research, teaching, etc.

Preferred Qualifications

- Two or more years full-time public administration online teaching experience at the college or university level
- Experience developing online courses
- Demonstrated commitment to diversity, equity, and inclusion in teaching and service/professional experience
- Five years public or nonprofit organization professional experience
- Experience teaching diverse, adult, first-generation, professional/working, and transfer students
- A commitment to and engagement in public service
- Experience working on academic program and course reviews
- Experience supporting and working with part-time faculty
- Experience with program promotion, student recruitment, and student retention
- Outside experience and training that contribute to the strength and intellectual diversity of our department (see our faculty expertise <https://directory.nau.edu/departments?id=10830&src=pia>)

General Information

Northern Arizona University has a student population of 29,569, including approximately 21,000 on its main campus in Flagstaff and the remainder at more than 20 locations statewide and online.

Committed to a diverse and civil working and learning environment, NAU has earned a solid reputation as a university with all the features of a large institution but with a personal touch, with a faculty and staff dedicated to each student's success. All faculty members are expected to promote student learning and help students achieve academic outcomes.

While our emphasis is undergraduate education, we offer a wide range of graduate programs and research. Our institution has carefully integrated on-campus education with distance learning, forming seamless avenues for students to earn degrees.

Flagstaff has a population of about 70,000, rich in cultural diversity. Located at the base of the majestic San Francisco Peaks, Flagstaff is 140 miles north of Phoenix at intersection of Interstate 17 and Interstate 40.

For information about diversity, access and equity at NAU, see the [Center for University Access and Inclusion webpage](#).

Background Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You may also be required to complete a fingerprint background check. Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States. Finally, each year Northern Arizona University releases an [Annual Security Report](#). The report is a result of a federal law known as the Clery Act. The report includes Clery reportable crime statistics for the three most recent completed calendar years and discloses procedures, practices and programs NAU uses to keep students and employees safe including how to report crimes or other emergencies occurring on campus. In addition, the [Fire Safety Report](#) is combined with the Annual Security Report for the NAU Flagstaff Mountain Campus as this campus has on-campus student housing. This report discloses fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities. If you would like a free paper copy of the report, please contact the NAUPD Records Department at (928) 523-8884 or by visiting the department at 525 E. Pine Knoll Drive in Flagstaff.

Salary

Commensurate with experience.

Benefits

This is a Faculty (FAC) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System (ASRS) or the Optional Retirement Program (ORP); sick leave accruals and 10 holidays per year; and tuition reduction for employees and qualified family members. More information on benefits at NAU is available at the NAU [HR benefits page](#). Faculty are hired on a contract basis, renewable according to terms of the [Conditions of Faculty Service](#). Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). Employees will have 31 days from date of hire to enroll in benefits, and their benefits will then be effective the first day of the pay period following their completed enrollment. If a new employee chooses the Arizona State Retirement System (ASRS) retirement option, participation in the ASRS Plan (and the long-term disability coverage that accompanies it) will begin on the first of the pay period following 183 days of employment. New employees who choose to participate in the Optional Retirement Plan (ORP; an alternative to the ASRS plan) will begin to participate on the first day of employment. The long-term

disability plan that accompanies the ORP will begin on the first day of the pay period following 90 days of employment. More information about NAU benefits is available at the NAU [HR benefits page](#).

Immigration Suppt/Sponsorship

NAU will not provide any U.S. immigration support or sponsorship for this position.

Submission Deadline

This vacancy will be open until filled or closed. Review of applications will begin on March 2, 2023.

How to Apply

To apply for this position, please click on the "Apply" button at the end of the job description if viewing this position through the NAU HR website. Otherwise, to view the original post and to apply, proceed to [nau.jobs](#), follow the 'Current Openings' links, locate vacancy **606979**, and then "Apply" at the bottom of the page.

Application must include: (1) a letter of interest addressing the stated requirements and skills for the position; (2) Detailed CV listing related education, teaching, and practitioner experience; (3) Names and contact information for 3 references from teaching and professional experience; (4) Unofficial graduate transcripts; (5) Teaching portfolio that includes one sample syllabus, a teaching statement, and evidence of teaching effectiveness (e.g. student evaluation, peer review, or letter of evaluation by chair or review committee); (6) Diversity statement describing past experiences with (and/or potential for) teaching a diverse student body, advocating for marginalized communities, and integration of DEI/J into teaching and service activities that support diverse populations within the larger community (750-word max.) Save all items as PDF and/or Word documents.

Questions about this position can be sent to: Dr. Jill Young, Search Committee Chair, jill.young@nau.edu

If you need assistance completing your application there are instructions available on the [HR website](#) or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Disability Resources Office at 928-523-8773, DR@nau.edu, or PO Box 5633, Flagstaff AZ 86011.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[Know Your Rights Poster and Supplements](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.