

**Non-Tenure Track Assistant/Associate Teaching Professor & LIS Program Coordinator
School of Information Science & Learning Technologies, University of Missouri –
Columbia**

The iSchool at University of Missouri

The School of Information Science & Learning Technologies (SISLT), Missouri's iSchool, seeks a candidate for a position that integrates teaching, service, and administration of the LIS program, including its emphasis areas and accreditation process. This non-tenure track (NTT) position is housed at the University of Missouri-Columbia.

Position responsibilities include:

- **Teaching (50%).** The successful candidate will teach the equivalent of five to six courses per year in an online format. These courses will include graduate-level courses in library and information science, and may also include courses in SISLT's Bachelor of Educational Studies program and doctoral committee service.
- **LIS Program Administration (30%).** The successful candidate will assume the role of LIS program coordinator, with responsibility for maintaining and updating information about the program (website, catalog, promotional materials, etc.); managing program curriculum and scheduling; managing adjunct hiring and onboarding processes; facilitating program area meetings; overseeing student admissions, program enrollment, and annual student review; leading the accreditation process, coordinating the graduate examination, monitoring recruitment, enrollment, and data collection on student and graduate satisfaction; providing input on budget decisions; communicating with program stakeholders; and liaising with other program coordinators in SISLT and the College of Education.
- **Service (20%).** Professional, department, college, and university service is expected of this position. Service roles will ideally support teaching and program administration roles.

Qualifications

Minimum Qualifications

- ALA-accredited Master's degree in Library and Information Science
- Second master's degree or other graduate degree

Candidates will be evaluated on the following factors:

- Type of graduate degree (Ph.D. or Ed.D. preferred)
- Demonstrated organizational, management, administrative, and/or project management ability skills

- Demonstrated leadership and administrative experience
- Demonstrated knowledge, skills, ability, and/or interest in working collegially and collaboratively with diverse internal and external constituents
- Demonstrated knowledge, skills, ability, and/or interest in promoting values of diversity, equity, and inclusion in teaching, administration, and service
- Willingness, ability, and/or experience teaching graduate-level courses in an online or hybrid environment
- Willingness and ability to advise and provide instructional and practicum supervision to a diverse graduate student body
- Willingness and ability to lead the LIS program in accreditation, assessment, and other quality control efforts
- Teaching abilities in two or more of the following areas: cataloging and classification; archives, digital humanities, and special collections; collections access and management; scholarly communications and digital scholarship; school libraries; library and information technologies, including databases and integrated library systems; library and educational services for distance students; management, budgeting, evaluation, and assessment for information agencies; copyright; electronic information resources; advocacy and marketing; and/or online education and information technologies for teaching and learning.
- Commitment to library and information science (LIS), LIS education, and higher education
- Strong written and verbal communication skills

Application Materials

1. To apply, please select the [Careers Site](#) link. (Note: if you are currently employed by the University of Missouri System, [please use this link instead.](#))
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

All candidates should upload: **(a)** a letter of application describing the position to which you are applying, detailing your qualifications for the position as related to administrative/management experience and support for diversity, and noting which classes or subject areas you are prepared to teach; **(b)** philosophy of teaching statement; **(c)** a syllabus for a course you have designed and/or taught; and, **(d)** names and contact information for three references in the Attachments section of the application.

For candidates applying at the Associate level, additionally send evidence of teaching effectiveness (e.g., course syllabi, student evaluations, chair/advisor/peer reviews) and evidence documenting administrative experience.

Your CV must be uploaded in the Resume/CV and Cover Letter section.

Please contact Professor Denice Adkins, Search Committee Chair, adkinsde@missouri.edu for questions about the position.

Application Deadline

Position will be open until filled.

Other Information

About the iSchool/SISLT: The mission of the iSchool — School of Information Science & Learning Technologies is to improve the professional practice of information specialists and learning technologists; advance research on information, learning, and performance; disseminate knowledge, products, and services to improve the quality of life for all; and advance the economic well-being of Missouri and the Nation.

As a member of the iSchool consortium (<http://ischools.org>), SISLT faculty share the common fundamental interest of all iSchools in investigating and disseminating knowledge about the relationship between information, people, and technology. SISLT faculty demonstrate strong interdisciplinary collaboration among its members, with other academic units at the University of Missouri, national, and international partners.

The iSchool offers the Master of Library and Information Science (MLIS) degree in addition to Master of Science (MS) and Education Specialist (Ed.S.) degrees in Educational Technology, a Doctor of Philosophy (Ph.D.) degree in Information Science & Learning Technologies, as well as Graduate Certificate programs in Digital Humanities; Usability and User Experience; and Online Learning. SISLT houses the only library and information science program in the State of Missouri that is accredited by the American Library Association (ALA). The LIS program offers emphasis areas in school librarianship, archives, electronic librarianship, and youth services, as well as joint degree programs with MU's School of Law and the Truman School of Public Affairs.

SISLT is one of five academic units within the College of Education, all of which promote continuous improvement as one of the college's core values.

About the College of Education: The College of Education is ranked among the top doctoral granting colleges of education in the country. Today, the College has a student population of approximately 900 undergraduates and 1,400 graduate students with 72 tenured/tenure-track and 25 full-time non-tenure track faculty members. The College is financially well positioned to invest in innovation. Annual expenditures for externally funded projects are approximately \$20 million with funded projects in research, instruction and public service. Our research portfolio has increased significantly in recent years, and is poised for continued significant strategic growth. The College is a leader on the campus and is nationally recognized for its distance and online education programs.

About the University of Missouri: The University of Missouri (MU or Mizzou), located in Columbia, has an enrollment of 35,000 students and is Missouri's largest public research university. Mizzou is also the flagship campus of the four-campus University of Missouri System and one of only five universities nationwide with law, medicine, veterinary medicine, and a nuclear research reactor on one campus. A member of the prestigious Association of American Universities since 1908, Mizzou is considered one of the nation's top-tier institutions.

With a population of 100,000, Columbia is located midway between Missouri's largest cities, St. Louis and Kansas City. Money magazine, Fortune magazine, U.S. News & World Report, Men's Journal, and MSN.com have named Columbia one of the best places in the United States to live because of its high quality of life. Columbia is home to nationally renowned public schools, including two top-ranked high schools. The city provides many opportunities for art, culture and music enthusiasts and has been recognized as a bike-friendly community with many parks and trails.

Salary

Competitive and commensurate with experience and qualifications.

Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

Diversity Commitment

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)