



# Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY  
THE HIGHER LEARNING COMMISSION - 1983  
RECOGNIZED AS A1994  
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

## POSITION DESCRIPTION

Position : Faculty/Instructor - English	Department : Arts & Science
Supervisor : Department Chair Person/ Director	Contract : 12 Months - Full Time-Salary

### **Job Summary:**

Prepare and teach English, speech, and/or other literature/writing courses. All full-time faculty members have a responsibility to actively participate in an institution of higher learning to benefit and engage with students and colleagues in realizing the mission of Sinte Gleska University. This participation manifests in scholarship, service, and teaching.

### **Duties & Responsibilities:**

1. Prepare and teach a minimum of 30 credit hours per contract year in faculty field of interest.
2. Classroom design, preparation, instruction, supervision, and other associated responsibilities, both in-person and in an online virtual classroom setting.
3. Assessment of student performance, including the preparation, administration, grading, and evaluation of tests, papers, and examinations and the reporting of grades.
4. Maintain 15 office hours per semester.
5. Advise students and participate in the registration process as assigned. Conferences with, and academic advisement of, students outside of their registration needs.
6. Keep current and professionally engaged in area of expertise.
7. Engage with SGU functions such as departmental responsibilities, committee assignments, and other assignments in accordance with department and/or university mission.
8. Respect and adhere to other departmental/college/ internet service provider's acceptable use policies.
9. Involvement and assistance in the curriculum design for Arts & Sciences Department.
10. Along with support from peers and university mentors, utilize innovative and culturally responsive pedagogical approaches to enhance student learning experiences.
11. Input into the selection and procurement of textbooks, and other materials for classroom or laboratory use.
12. Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

**Qualifications & Experience:**

- Faculty must possess credentials one degree beyond the courses they teach - or possess appropriate and relevant experience and/or expertise.
- At a minimum, Master's degree in English or a related science field.
- College teaching and curriculum development experience is preferred.
- Faculty members work in a team-oriented department and engage collegially with colleagues, staff and members of administration.
- Faculty must possess cultural competencies with reference to working with Lakota and/or Native American people and respective organizations within reservation boundaries or must possess a willingness to learn.

**Confidentiality:**

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

**Additional Information:**

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email [vijayakumar.chebrolu@sintegleska.edu](mailto:vijayakumar.chebrolu@sintegleska.edu). Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.