

# [SAMPLE AD] - Lecturer - Marketing - Business

Job #JPF00902

- Business Services / Administration / UC Berkeley

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## POSITION OVERVIEW

**Position title:** Lecturer

**Salary range:** The UC academic salary scales set the minimum pay at appointment. See the following table for the current salary scale for this position: [https://www.ucop.edu/academic-personnel-programs/\\_files/2022-23/july-2022-salary-scales/t15.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2022-23/july-2022-salary-scales/t15.pdf). The current full-time salary range for this position is \$64,329–\$181,015.

**Percent time:** Part-time

**Anticipated start:** Fall, Spring, Summer Lecturers hired to teach during the Academic Year are employed from July through June. Lecturers hired to teach during the Fall semester are employed from August through December. Lecturers hired to teach during the Spring semester are employed from January through May. Summer Sessions appointments will be made for two six-week terms: from May 22 to June 30, and from July 3 to August 11.

**Review timeline:** We plan to finish hiring for Summer Sessions and the Fall semester by May and for the Spring semester by October. Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

**Position duration:** One semester, academic year, or Summer Session

## APPLICATION WINDOW

**Open date:** March 1, 2023

**Next review date:** Thursday, Mar 16, 2023 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Thursday, Feb 29, 2024 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

## POSITION DESCRIPTION

The Haas School of Business at the University of California, Berkeley is generating an applicant pool of qualified temporary instructors to teach courses in Responsible Business (sustainable investment, sustainable supply chains, socially responsible investing, human rights and business) as a lecturer should an opening arise. The pool will remain in place for one year.

**General Duties:**

In addition to teaching responsibilities, general duties include:

- Holding office hours
- Assigning grades
- Advising students
- Preparing course materials.

Haas School of Business is committed to creating an inclusive environment, one that is supportive of all individuals, regardless of background. We are committed to building an excellent and diverse faculty, staff, and student body, and we welcome applicants whose experiences have prepared them to contribute to this commitment.

Please note: The use of a lecturer pool does not guarantee that an open position exists. See the review date specified in AP Recruit to learn whether the Department is currently reviewing applications for a specific position. If there is no future review date specified, your application may not be considered at this time.

UC lecturers are academic appointees and are represented by an exclusive bargaining agent, University Council – American Federation of Teachers (UC-AFT). This position is represented by the bargaining unit.

For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such as a US visa that allows employment) is required by the start date of the position. The department is unable to provide a visa/work permit.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

**University of California, Berkeley:** <https://www.berkeley.edu/>

Department: <https://bpm.berkeley.edu/service-offerings/project-management-services>

## QUALIFICATIONS

**Basic qualifications** (required at time of application)

Bachelor Degree or equivalent international degree.

**Additional qualifications** (required at time of start)

Advanced degree or five years of industry and/or teaching experience.

**Preferred qualifications**

- A minimum of 2 years' experience in the professional practice of corporate social responsibility, socially responsible investing, sustainable supply chain management, human rights monitoring at a business, government or not-for-profit organization by start date
- A track record of distinguished teaching to a diverse undergraduate student body
- Advanced degree by start date are preferred
- Experience with X
- Experience with Y
- Department X is most interested in finding the best candidate for the job and recognizes that the successful candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't meet all of the preferred qualifications/experiences listed above.

## APPLICATION REQUIREMENTS

**Document requirements**

- Curriculum Vitae - Your most recently updated C.V.
- Statement of Teaching
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).

**Reference requirements**

- 3 required (contact information only)

**Apply link:** <https://aprecruit.berkeley.edu:38868/JPF00902>

**Help contact:** [Oski@berkeley.edu](mailto:Oski@berkeley.edu)

## CAMPUS INFORMATION

Diversity, equity, inclusion, and belonging are core values at UC Berkeley. Our excellence can only be fully realized by faculty, students, and academic and non-academic staff who share our commitment to these values. Successful candidates for our academic positions will demonstrate evidence of a commitment to advancing equity, inclusion, and belonging.

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a condition of employment, you will be required to comply with the [University of California Policy on Vaccination Programs – With Updated Interim Amendments](#). All Covered Individuals under the policy must provide proof of receiving the COVID-19 Vaccine Primary Series or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, Religious Objection, and/or Deferral based on pregnancy or recent COVID-19 diagnosis and/or treatment) no later than the applicable deadline. All Covered Individuals must also provide proof of receiving the most recent CDC-recommended COVID-19 booster or properly decline such booster no later than the applicable deadline. New University of California employees should refer to [Exhibit 2](#), Section II.C. of the [SARS-CoV-2 \(COVID-19\) Vaccination Program Attachment](#) for applicable deadlines. All Covered Individuals must also provide proof of being Up-To-Date on seasonal influenza vaccination or properly decline such vaccination no later than the applicable deadline. Please refer to the [Seasonal Influenza Vaccination Program Attachment](#). (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

Positions that are represented by a collective bargaining unit or agent have particular contracts. For more information, please refer to the relevant contract:

[Lecturer \(IX\) contract](#), [Postdoctoral \(PX\) contract](#), [Academic Researcher \(RA\) contract](#), and [Librarian \(LX\) contract](#). Questions about represented positions can be directed to the hiring unit.

## JOB LOCATION

Berkeley, CA