

## Faculty Position Announcement

**Position Title:** Assistant or Associate Professor of Public Administration  
**Reports To:** Chair of Social Science and Humanities Division  
**Reports From:** Social Science and Humanities Division  
**Location:** Kabul, Afghanistan  
**No. of position:** 1  
**Vacancy #:** AF-Int-39-2020  
**Position Announcement close date:** January 30, 2021

### Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

The Department is seeking qualified candidates to fill the position **Assistant or Associate Professor of Public Administration**. Rank will be commensurate with qualifications, experience, and the needs of the University. It would be expected that successful candidates begin work in the spring semester of 2021. Review of applications will begin immediately and will continue until the position is filled. The job is located in Kabul, Afghanistan.

### Position Summary

This regular faculty appointment is a full-time, nine-month, non-tenure-track faculty position, it is initially a one-year contract that can then be renewed for three-years, with potential for conversion to a sequential, multi-year contract. Classes are taught in English. Teaching responsibilities include 4/4 teaching load, including introductory and upper-level pre-undergraduate and undergraduate Public Administration courses, with the potential to teach Political Science courses, and graduate classes in our various Master-level programs. Teaching subjects include a primary emphasis on Public Administration at various levels and topics. Depending upon enrollments and course availability, faculty may also be offered optional summer courses for supplementary income. In addition to teaching and mentoring, AUAF faculty responsibilities include scholarship and university service.

### Key outcomes include:

- Advances international, high quality standards for teaching and learning in English, college level literacy, emphasis on teaching the field of Public Administration
- Completes academic scholarship that benefits student learning and the mission of the university
- Adds to the advancement of the university through service

### Duties and Responsibilities

Faculty fulfill the roles and responsibilities described in the Faculty Handbook, the university policies and procedures that detail specific duties. Major responsibilities are listed below.

With the exception of holidays, university closures, weekends, and other breaks, faculty are expected to be working on campus in Afghanistan during the base contract period. The base contract period refers to an academic year consisting of two semesters, including pre- and post-semester faculty training sessions, workshops and administration advisory sessions. The contractual period extends from one week before

the start of the first semester to one day after spring graduation, which full-time faculty are required to attend.

#### Teaching and Mentoring

- Teach Public Administration courses and, where assigned other qualifying courses in Social Sciences or Political Science, as part of the University's Core Curriculum or upper level undergraduate and graduate courses.
- Teach four undergraduate or graduate courses (12 credits) per term, using current pedagogical practices, evaluating student assignments and assessing student learning outcomes.
- Hold regular office hours to guide individual or small groups of students, acting as academic mentor.
- Remain engaged and current in the academic profession and in the qualifying disciplines, to apply in teaching.

#### Scholarship

- Remain active in scholarship, contributing work that goes beyond professional engagement to include the creation of intellectual products that are available to internal and/or external audiences.

#### University service

- Contribute to the overall well-being and development of the university.
- Service to the university includes both internal activities and external outreach on the behalf of the institution.
- Service can take many forms, including fostering collegiality, participating in the life of the university, assisting in curriculum review, participating actively in committee work, developing the capacity of external stakeholders on the behalf of AUAF, consulting and grant-writing for the university and service to the external community.
- Depending on the candidate's experience, possible coordination of the university's writing program.

#### **Qualifications and Skills:**

- Ph.D. in Public Administration or Political Science with emphasis on public administration fields, extensive experience teaching at the college level with a proven track record of teaching undergraduate students. Preference for candidates with experience teaching EFL/ESL students or those with multilingual literacy.
- Significant teaching experience in western higher education and evidence of excellence in university teaching.
- Excellent oral and written English skills.
- Publications and evidence of professional engagement.
- Experience teaching internationally, in multi-lingual/multicultural, developing and/or post-conflict settings preferred.
- A strong sense of values and ethics, consistent with the mandate of the American University of Afghanistan.
- Demonstrated experience with a Learning Management System (LMS), Canvas experience strongly preferred.
- Fluency in Dari, Farsi or in Pashto is advantageous, or willingness to learn one of the local languages of Afghanistan.

#### **Benefits and Environment**

This is an exceptional opportunity to work at a recently formed university in an emerging and rapidly changing society.

The American University of Afghanistan offers a generous benefits package that includes a competitive salary, air transportation, university-provided accommodation, and paid international health care insurance for international employees.

International faculty and staff live and work on AUAF's 50-acre main campus or the 5-acre campus across the street. The AUAF campuses utilize state-of-the-art security infrastructure and protocols and are protected by a large professional security corps. Transportation between the adjacent campuses or to approved locations and the airport is by armored, guarded vehicles.

### **To Apply**

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV), statement of teaching purpose, and contact information for three references to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af). Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-Int-39-2020- Assistant or Associate Professor of Public Administration** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.

AUAF strives to ensure that all employees work in safe environments, but safety and security are to a great degree contingent on various factors within Afghanistan that are outside of AUAF's control. Applicants should carefully consider and evaluate their safety and security in Afghanistan.