

**TEACHING MASTER OF ARTS (TMAC) PROGRAM
TEACHING ASSOCIATE IN COMPOSITION
DEPARTMENT OF ENGLISH
California State University, Long Beach**

Purpose

The primary purpose of the Teaching Associate (TA) Program in the Department of English is to provide professional training and supervision for aspiring college-level teachers of composition. The TA Program is a carefully constructed series of experiences--including supervised teaching, group discussions, and workshops--all designed to improve the teaching of composition.

Eligibility

Applicants should be currently enrolled in the CSULB Department of English M.A. Program; preference may be given to students who have completed at least one semester of graduate work prior to their TA appointment. Applicants need a minimum "B" average in all upper-division and graduate-level courses to meet the M.A. requirement.

Required Application Materials

Candidates for appointment must submit the following documents to the Department Office by the announced deadline:

- 1) A cover letter stating intent of application, including the applicant's career objectives, related background, and current e-mail address.
- 2) Completed application form (attached)
- 3) A completed SC-1 form (attached)
- 4) A résumé or vita
- 5) Three letters of recommendation from current or former instructors and/or supervisors, one of which MUST be from an off-campus reference;
- 6) Official transcripts showing B.A. degree completion
- 7) A sample essay/article of no more than 12 pages

Teaching Associates will be chosen by the TA Program Committee, normally comprised of the TA Supervisor, the Composition Coordinator, and department composition specialists.

Training and Supervision

Before fall semester begins, TAs will meet several times with the TA Supervisor to prepare for their classes. In the first semester of appointment, TAs will attend a weekly seminar with the TA Supervisor, who will monitor and evaluate classroom instruction, class assignments, and grading practices. They must also enroll for one unit in ENGL 697 for each semester of teaching.

Application deadline is May 15, 2025.

**All application materials can be sent electronically to
heather.ross@csulb.edu**

California State University, Long Beach

College of Liberal Arts

Department of English

**TEACHING MASTER OF ARTS (TMAC) PROGRAM APPLICATION
2025-2026 ACADEMIC YEAR
(ENGL 100)**

NAME: _____ DATE: _____
Last First Middle

ADDRESS: _____
Street City Zip Code

PHONE: (____) _____ STUDENT ID #: _____

I. Teaching Experience: (Last Five Years - Please attach CURRENT Curriculum Vitae).

II. Work Experience: (Last Five Years, Include in C.V.)

III. Date Admitted (or to be admitted) to the M. A. Program in English: _____

IV. Graduate Work Completed:

	<u>Course Title</u>	<u>Institution</u>	<u>Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

B.A. Obtained (or to be obtained) From: _____ Year: _____
(Please submit official or unofficial transcripts.)

Major: _____ Minor: (If applicable) _____ GPA: _____

V. Letters of Recommendation: (Three letters of recommendation from current/former instructors and/or supervisors - one of which MUST be from off-campus - are required for each candidate specifying qualifications, interests, etc.)

1.	_____	_____
	(Name)	(Institution)
2.	_____	_____
	(Name)	(Institution)
3.	_____	_____
	(Name)	(Institution)

VI. Attach Cover Letter/personal statement, which should include career objectives, related background, and current e-mail address (approximately 500 words).

California State University, Long Beach
College of Liberal Arts
Department of English
TEACHING ASSOCIATE POSITION OPENING

RECRUITMENT #: 2025/26-TA-ENGL-100
POSITION: Teaching Associate in Department of English (TMAC)
EFFECTIVE DATE: Fall Semester: August 18, 2025 to December 24, 2025
Spring Semester: January 20, 2026 to May 22, 2026
SALARY RANGE: Salary ranges as follows (per month per semester)

TEACHING ASSOCIATE PAY RATES			
	Step 1 (1st 2 semesters)	Step 2 (2nd 2 semesters)	Step 3 (3rd 2 semesters)
Monthly Full Time Base Rate	\$3579.00	\$3653.00	\$3726.00
Monthly Base Rate Per 3-unit Course	\$715.80	\$730.60	\$745.20

REQUIRED QUALIFICATIONS:

- Candidates must be graduate students in good standing in the Department of English at CSULB
- Bachelor's degree (by time of appointment)
- Demonstrated potential for teaching excellence in-person or via AMI
- Demonstrated commitment to working successfully with a diverse student population

PREFERRED QUALIFICATIONS:

- Experience in teaching or tutoring writing in-person or via AMI
- Undergraduate and/or graduate course work in Rhetoric, Composition, Teaching of English or a related field

DUTIES:

- Under direct supervision and guidance of the Teaching Associate Supervisor, teach one section of English 100 (Composition)
- Prepare course related activities and evaluate student assignments
- Hold office hours
- Maintain and submit student records
- Teaching Associates must attend all mandatory TA training sessions and maintain good academic standing in the department.

ABOUT CSULB:

California State University, Long Beach (CSULB) is a Hispanic Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI). It also earned the prestigious Seal of Exceclencia in 2023, joining a distinctive group of colleges and universities who have been recognized for its commitment to Latine/x student success. CSULB is committed to serving diverse students and has established and actively supports the Black Excellence Collegium, dedicated to promoting Black excellence and advancing Black Student Success, and El Concilio for Latinx Success at the Beach, whose mission is to build capacity and promote inclusive servingness across initiatives and efforts towards Latine/x student, faculty, and staff success across campus. The President's Equity & Change Commission is dedicated to achieving inclusive excellence in our community and culture and to interrogate, disrupt, and transform systemic inequities throughout the university. CSULB's Beach 2030 University Action Plans prioritize engaging all students; expanding access to higher education; promoting intellectual achievement; building community; and cultivating resilience.

CSULB seeks to recruit employees who enthusiastically support the University's strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.

Information on excellent benefits package available to CSULB faculty is located here:

<https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

REQUIRED DOCUMENTATION:

- Cover letter of application addressing the required and preferred qualifications, related background, current e-mail address, and including research and career interests
- Three current (dated within the last 3 years) letters of recommendation on official letterhead with original signatures (at least one of which MUST be from a reference outside of CSULB),
- Official transcript from institution awarding bachelor's degree,
- A writing sample (maximum 12 pages), and
- Printout of graduate enrollment including courses and units
- Applicants offered employment will be required to submit an SC- 1 application form provided by the department

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

Applications, required documentation, and/or requests for information should be addressed to:

Dr. Eileen S. Klink, Chair
Department of English
California State University, Long Beach
Long Beach, California 90840-2007
Phone # 562/985-4223

Inquiries should be addressed to Heather Ross at Heather.ross@csulb.edu or Phone # 562/985-1369

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: May 16th, 2025 for Fall 2025 and Spring 2026.

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.