



HARVARD UNIVERSITY

DEPARTMENT OF SOCIOLOGY

Employment Opportunities

The Department of Sociology seeks to fill a position as **Assistant Director of Undergraduate Studies**. The position consists of a half-time administrative appointment and a half-time teaching position as lecturer (renewable), beginning July 1, 2012. We seek candidates with demonstrated excellence in, enthusiasm for, and commitment to undergraduate teaching. Candidates should also have a strong research record and relevant academic administrative experience. The position requires excellent organizational, interpersonal, and communication skills. Substantive areas of research and teaching are open.

The successful candidate will assist the senior faculty member serving as Director of Undergraduate Studies in the following: overseeing the Department's undergraduate program, including the concentration and secondary field; conducting and coordinating undergraduate advising, including concentration and senior theses advising; overseeing concentration advisors and Teaching Fellows. The Director and Assistant Director of Undergraduate Studies also arrange the departmental program of undergraduate course offerings for the coming academic year, under the direction of the Department Chair and the Chair of the Departmental Curriculum Committee and in consultation with faculty members and the Director of Graduate Studies. Teaching duties normally would consist of two undergraduate courses. This position reports to the Chair of the Department. The appointment is renewable every five years based on performance and curricular needs.

Qualifications include a Ph.D. and a strong record of academic achievement. Applicants should submit a dossier including: (1) curriculum vita, (2) a letter describing teaching experience, teaching philosophy, and current and projected research activities, (3) syllabi from at least two previously-taught undergraduate courses, and (4) course evaluation materials. Please supply names and addresses of at least three references, but do not ask them to forward letters until requested by the search committee. All application materials must be received by March 8, 2012. Materials should be submitted electronically at: <http://www.employment.harvard.edu/> (Req. #26006BR).

See also the posting Senior Lecturer <http://academicpositions.harvard.edu/postings/3977>. (A description is listed below). Please apply to the position for which you feel most qualified. Candidates may be considered under either position.

The Department of Sociology seeks to fill a full-time position as **Senior Lecturer and Director of Undergraduate Studies**, beginning July 1, 2012. We seek candidates with demonstrated excellence in, enthusiasm for, and commitment to undergraduate teaching; a strong record of achievement in academic research; and relevant academic administrative experience. The position requires excellent organizational, interpersonal, and communication skills. Substantive areas of research and teaching are open.

Applicants for the position will ordinarily have taught within the ladder ranks at a university or peer undergraduate institution.

The successful candidate will teach undergraduate courses and will serve as the department's Director of Undergraduate Studies. Duties include overseeing the Department's undergraduate program, including the concentration and secondary field; conducting and coordinating undergraduate advising, including concentration and senior theses advising; overseeing concentration advisors and Teaching Fellows. The Director of Undergraduate Studies also is responsible for arranging the departmental program of undergraduate course offerings for the coming academic year, under the direction of the Department Chair and the Chair of the Departmental Curriculum Committee and in consultation with faculty members and the Director of Graduate Studies.

The appointment is renewable every five years based on performance and curricular needs.

Qualifications include a Ph.D. and a strong record of academic achievement. Applicants should submit a dossier including: (1) curriculum vita, (2) a letter describing teaching experience and teaching philosophy, (3) a statement describing research interests, current research activities, and future research agenda, (4) syllabi from at least two previously-taught undergraduate courses, and (5) course evaluation materials. Please supply names and addresses of at least three references, but do not ask them to forward letters until requested by the search committee. All application materials must be received by March 8, 2012. Materials should be submitted electronically at:

<http://academicpositions.harvard.edu/postings/3977>.

See also the posting Assistant Director of Undergraduate Studies <http://www.employment.harvard.edu> (Req. #26006BR). Please apply to the position for which you feel most qualified. Candidates may be considered under either position.

The Department of Sociology is seeking applications for a **College Fellow** to teach three courses including a junior tutorial and two other courses, with preference for the areas of Organizations, Criminology, or Social Networks with 25% of the appointment reserved for his or her own research. The Fellow may also advise and evaluate senior theses. Applicants must have completed all requirements for the Ph.D. by the start of academic year 2012-13. The appointment is for one year, with the possibility of renewal for a second year. Please submit a letter of application describing courses you would be interested in teaching, evidence of your teaching experience and success, and at least three letters of reference. Complete applications, including letters of reference, are due by **March 15, 2012**. Detailed application instructions are available at <http://www.fas.harvard.edu/~fcaff/cfp>

The Department of Sociology invites applications for part- or full-time **Lecturers in Sociology**. These are one year positions for academic year 2012-13. Duties include teaching undergraduate elective courses and tutorials. Areas of specialization are open, but some preference will be given to candidates who can offer instruction in the following areas: law, organizations, health, education, and criminology. Both new and recent Ph.D.s are invited to apply. To apply go to: <http://academicpositions.harvard.edu/postings/4024>. Applicants should submit a c.v., cover letter, statement of teaching philosophy, sample syllabus, and course evaluations, along with the names of three references (no letters of recommendation are needed at the time of application.) Deadline is **March 16**.

Harvard is an Equal Opportunity/Affirmative Action employer. Applications from women and minorities are strongly encouraged.

February 29, 2012