

NOTICE OF VACANCY

POSITION TITLE: Visiting Assistant Professor of Creative Writing

SALARY: \$45,000.00

REPORTS TO: Dean of the School of Arts and Humanities

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Exempt

RANK: Visiting (non-tenure track), with the possibility of renewal. Future conversion to a tenure track line may be considered based on institutional needs and performance.

HOURS: Dependent upon class times and faculty responsibilities.

START DATE: Fall 2026

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The School of Arts and Humanities at the University of Science and Arts of Oklahoma, the state's public liberal arts university, invites applications for a Visiting Assistant Professor of Creative Writing specializing in fiction. We seek a dynamic teacher-writer committed to fiction and poetry, interdisciplinary collaboration, and mentoring undergraduate writers. The successful candidate will teach creative writing and first-year composition, demonstrate ongoing creative activity appropriate to a teaching-focused institution, take an active role in the university's literary and arts journal, and contribute to the continued development of the creative writing program in support of USAO's liberal arts mission. The department offers a vibrant interdisciplinary writing program that emphasizes close mentorship, a student-run literary journal, a creative writing club, and publication opportunities for students. The successful candidate will demonstrate a collaborative spirit and enthusiasm for engaging with colleagues across disciplines and actively supporting USAO's liberal arts mission.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Teach a 4/4 load.
- Mentor students in the creative writing program.
- Guide the creative writing program and contribute to the department's goals.

SKILLS & ABILITIES:

- Demonstrated excellence in teaching creative writing, composition, and/or literature at the undergraduate level.
- Strong written, verbal, and interpersonal communication skills, with the ability to effectively engage and mentor students from diverse backgrounds.
- Ability to contribute to an interdisciplinary liberal arts environment through collaboration with faculty, staff, and students across academic programs.
- Knowledge of fiction writing techniques and pedagogy, with familiarity in poetry and/or additional creative writing genres preferred.
- Ability to advise and mentor students in creative development, publication opportunities, and academic success.
- Demonstrated organizational and time management skills, with the ability to balance teaching, mentoring creative/scholarly activity, and service responsibilities.
- Proficiency with instructional technology, learning management systems, and standard office software.
- Ability to participate in and support literary events, student publications, and extracurricular creative writing activities.
- Commitment to fostering an inclusive, supportive, and academically rigorous learning environment.
- Ability to maintain professionalism, confidentiality, and effective working relationships within the university community.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- PhD or Master of Fine Arts in Creative Writing or similar required by start date.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Evidence of ongoing creative or scholarly activity in the field.
- Experience teaching undergraduates and developing curriculum.
- Experience mentoring undergraduate writers; and familiarity with editing, publishing, and literary community engagement.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to sit or stand for periods of time. Specific vision abilities required by this job include close vision.

- Prolonged periods of sitting at a desk and working on a computer.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually moderate.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

Application review begins immediately and will continue until position is filled. Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.