### **Illinois-Logo-Full-Color-RGB Education Justice Project**

# For-Credit Course Instructor Position Description

# For Fall 2023 or Spring 2024

## [Electronic Applications](https://hipaa.jotform.com/222328091910147) Due March 1, 2023

Contact Laura Giffin, For-Credit Course Coordinator

[lgiffin@illinois.edu](http://lgiffin@illinois.edu) with any questions

### **Introduction**

Thank you for considering applying to teach a course with the Education Justice Project at Danville Correctional Center! Course instructors are part of the backbone of our program and we greatly value your interest. Higher education in prison is associated with many benefits for students, instructors, and the wider community, both at UIUC and beyond. Please feel free to contact us if you would like further information about our work, or if you have questions as you complete the application.

We especially seek applications for upper-division courses (300- and 400-level). However, we will also accept applications for lower-division courses.  EJP courses typically meet once a week for 3 hours between 8:30am-8pm Monday-Friday. The exact time and dates are dependent on instructor, student, and classroom availability, and are usually determined a couple of months before the beginning of each semester.

EJP does not have a degree program, so there are no courses that we are seeking to offer as part of a curriculum. We are open to any subject and enjoy being able to offer a wide range of disciplines and perspectives. EJP offers certificates in Educational Studies and TESL (Teaching English as a Second Language). We especially welcome courses that are likely to fulfill certificate requirements. At the same time, please bear in mind that some courses are better suited, or more easily adapted, to the restrictive environment of the prison than others. If you have questions about what types of courses can be taught at the Danville Correctional Center, or how you might adapt a course to meet these more restrictive requirements, please feel free to reach out and we’d be happy to talk with you more about that.

### **Position Description**

Instructors are responsible for the following:

* **Course Design and Instructional Materials** - including syllabi and assignments, choosing books, assembling readers and other materials, determining course reserve content (if any), teaching, and grading. You will not be told what or how to teach—although we will offer plenty of feedback, as well as support and consultation for teaching in this special environment. T.A.s are not available.  **Course materials are due at least 2 months before the beginning of the semester** in order to ensure that the materials can be approved by the prison in time for the start of the semester.
* **Working with other EJP programs**- A crucial part of the course instructor’s work is teamwork. As part of the EJP community, you are asked to work closely with tutors, who provide support to your students between class meetings; the writing and STEM workshop coordinators, who provide workshops that support your students; the EJP community librarian; and the computer lab coordinator. The For-Credit Course Coordinator will work with you to facilitate these collaborations.
* **Attending required trainings, syllabus workshops, and for-credit course meetings** – if you are new to EJP, there is a mandatory orientation at the prison and two EJP orientations to complete. All EJP members are also required to attend at least one critical conversation each year.
* **Track and Submit Attendance Records** – all instructors must track the attendance of their students for EJP program tracking and “good-time” purposes.
* **Communication** – Post an update on the EJP’s intranet portal within 48 hours of each class. Stay on top of all communication, including regularly checking and responding to emails.

The For-Credit Course Coordinator will support you throughout the semester in navigating the unique teaching environment and any other general instructional support needs.

Instructors may apply to teach a 16-week full-semester course (3 credits) or a 10-week course (2 credits). EJP’s schedule aligns with the Urbana-Champaign academic calendar.

### **Compensation**

We are glad to be in a position to raise our for-credit instructor compensation for the first time since 2018. We can currently offer $8,000 for a 3-credit course. With U of I faculty members, we are happy to consider how these funds can be applied to a course buy-out, if that works well for the unit and individuals involved.

### **Criteria**

We seek instructors who are experts in and passionate about their subject matter; who are mature and excited about this unique learning environment; and who can commit the time to fashion and enact a great course for our students. If you fit these criteria and are eligible to teach a given course on the U of I campus, we hope you will apply. Eligibility to teach upper-divison courses typically means having a terminal degree or All But Dissertation status. In some fields, the terminal degree is a Masters.

All applications are welcome. However, because EJP aims to create a supportive learning environment for our incarcerated students, we especially encourage applications from individuals whose backgrounds align with those of our students. This includes members of racial minority groups, first-generation degree holders, and individuals from low socioeconomic status backgrounds. Please note that the educational offices are on the second floor of the prison and that there is no elevator.

According to Illinois Department of Corrections (IDOC) policy, if you are formerly incarcerated within Illinois or are actively visiting a friend or family who is incarcerated in IDOC, it is unlikely you will be able to receive IDOC clearance. Unfortunately, this is beyond our control.

### **COVID-19 Protocols**

EJP currently implements the following safety precaution (subject to change at any time):

* **Vaccination** – Proof of vaccination is no longer required by the prison. You are not required to submit a vaccation form;
* **Masks** – Wear a mask at all times while at the prison *(required by EJP);*
* **Social Distancing** – Members maintain 3-feet social distancing at the prison *(required by EJP).*

Please be aware that in-person programming at the prison is dependent on the status of COVID-19. EJP, the University of Illinois, or the Department of Corrections may decide to suspend programming as deemed appropriate for the safety of our members and/or incarcerated individuals. Thanks for your flexibility and understanding!

### **Application**

The deadline for applications is **March 1, 2023,** to teach in the prison during the 2023-2024 academic year. Interviews will be as soon after receipt of your application as possible.

Please submit your application via our online portal, which you will find [here](https://hipaa.jotform.com/222328091910147). The electronic application requests the following:

1. A **cover letter** that shares:
	1. Whether you are applying to teach a course in Fall 2023 or Spring 2024, or whether you are available both semesters;
	2. Your teaching background;
	3. A brief description (topics/themes) of one or two courses that you’d like to teach;
	4. Why you would like to teach for the Education Justice Project;
	5. At least three references.
2. A **CV**.

If you have any questions, please reach out to Laura Giffin at lgiffin@illinois.edu and we will get you whatever additional information you need to submit an application.

We know that there are many opportunities for you to work for projects on campus and in the community, and we are grateful that you have expressed an interest in working with EJP.

Thank you!

Laura Giffin

For-Credit Course Coordinator

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