



United States Coast Guard Academy
Lecturer, English, Department of Culture & Languages

Location:	New London, CT	Pay Plan /Series/Grade:	AD-1710-00
Hiring Agency:	United States Coast Guard	Position Title:	Lecturer in English
Announcement Number:	20250602-70105	Opening Period:	Open until filled; first cut-off date is June 22, 2025
School:	Science, Mathematics, and the Humanities		
Department:	Culture & Languages	Temporary or Permanent:	Temporary
Supervisory:	No	Relocation Authorized:	No
Telework Eligible:	No	Security Clearance:	Not required
Salary Range:	\$92,972-\$102,332	Position Type:	12-month

Description:

The U.S. Coast Guard Academy Department of Culture & Languages invites applications for a Lecturer in English. The desired start date is July 28, 2025.

The U.S. Coast Guard Academy is a highly selective federal military college that provides a rigorous undergraduate program and is committed to building a talented faculty of teacher-scholars who collaborate to provide a multi-disciplinary and hands-on approach to learning and leadership development. We encourage qualified applicants

from all backgrounds to apply for consideration. The U.S. Coast Guard Academy is an Equal Opportunity Employer. Visit www.uscga.edu for more information.

This will be an appointment in the excepted service to a full-time position on the academic faculty for a period not to exceed August 07, 2026. The first two years of appointment to federal service is a trial (probationary) period. Non-competitive extensions past the initial contract period may be made in accordance with government instructions if a vacancy exists. The work schedule is full-time. This position is not eligible for telework and not eligible for remote work. All teaching is done in person. Relocation expenses are not authorized. Travel is not required.

Salary offers may be made outside of the listed range for exceptional candidates.

Duties and Responsibilities

The Department of Culture & Languages seeks applicants for a lecturer of English. We seek a colleague who will teach classes in College Composition. The selectee will teach in-person classes during Fall and Spring semesters and may be asked to teach summer term. Remote or virtual teaching is not an option. Major duties include:

1. Teach 3-4 sections per semester of College Composition as part of a multi-section, multi-instructor course.
2. Follow a common course syllabus and help develop assignments, readings, projects and assessment of student learning and course outcomes as necessary.
3. Selectee may be required to teach a summer Humanities course other than Composition.
4. Selectee may participate in the writing placement process.
5. Selectee may participate in co-curricular aspects (such as guest lectures) of the course and Department of Culture & Languages as necessary.

The Department of Culture & Languages offers an engaging collaborative work environment with a focus on the Humanities and essential and professional skills.

Minimum Qualifications

1. Master's degree in English, Composition, Rhetoric, Teaching in English, English Education or related degree.

Preferred Qualifications

1. ABD or PhD preferred. ABD candidates not holding a Master's degree must include a letter in the application from the applicant's major professor attesting that the candidate will complete all requirements for the Ph.D. before 16 July 2025.
2. Experience teaching Composition at the college level as the instructor of record.

3. Strong, professional communications.
4. Publications or professional presentations in the field of English, Composition, or Rhetoric.
5. Experience teaching and mentoring a broad student population using innovative, student-centered pedagogies.
6. Experience consistent with full commitment to the Coast Guard's Core Values: Honor, Respect, Devotion to Duty.

How to Apply:

Please submit the following:

1. Curriculum Vitae (Resume). Please submit this file using the file name "Last Name_CV."
2. A Letter of Application. Please submit this file using the file name "Last Name_Letter."
 - a. (a) providing a narrative description of how you meet the minimum degree and specialized experience qualifications, as well as the additional qualifications criteria specified in this vacancy announcement (note: qualifications will not be determined by information provided in this letter; rather, the CV must reflect the qualifications, and this letter provides a narrative description); and
 - b. (b) listing names, mailing addresses, email addresses, and telephone numbers of at least three professional references.
3. Finalists for the position will be required to provide proof of Education Requirement (Unofficial Transcripts). You may submit this now with your application, or, when directed by the search committee chair. If included with the application, please submit this file using the file name "Last Name_Transcripts."
 - a. Finalists will be required to provide evidence of your education by submitting legible copies of your unofficial degree transcripts from accredited colleges/universities. The transcript copies must reflect both your name and the college/university name and/or logo and must include the degree and date conferred. If tentatively selected for this position, you must submit official transcripts to the Human Resources office prior to receiving a firm offer of employment. Foreign education completed in foreign colleges or universities may be used to meet federal qualification requirements if you can show that your foreign education is comparable to education received in accredited institutions in the U.S. It is your responsibility to provide such evidence, e.g., an evaluation statement, with your application. Additional information is available on the Department of State site under evaluation of foreign degrees for a U.S. Government application, linked here: <https://www.state.gov/family-liaison-office/family-member-employment/family-member-employment-in-the-d-c-area/evaluation-of-foreign-degrees/>

4. Applicants who are ABD Ph.D. candidates not holding a Master's degree must include a letter with the application from the applicant's major professor attesting that the candidate will complete all requirements for the Ph.D. before 16 July 2025. ABD Ph.D. candidates holding a Master's degree in the requested discipline do not need to supply letters attesting to their Ph.D. status. Please submit this file using the file name "Last Name_ABD"
5. Applicants claiming Veterans' preference or if you are currently on active duty:
 - a. Veterans claiming 5-point veterans' preference must submit legible Member 4 Copy DD214(s) indicating Character of Service. 5-point preference will not be granted if appropriate documentation is not submitted with your application.
 - b. 30% Disabled Veterans must submit their Member 4 Copy DD-214(s), which includes Character of Service, a fully completed [SF-15](#), and VA Disability Letter with percentage of disability OR documentation of disability determination from a branch of the Armed Forces which reflects a compensable service-connected disability of 30% or more. 10-point preference will not be granted if appropriate documentation is not submitted with your application.
 - c. Other 10-point Preference Eligibles must submit applicable Member 4 Copy DD-214(s), which includes Character of Service, a fully completed SF-15, and all required documentation described on the back of the SF-15 which proves that you are entitled to such preference. 10-point preference will not be granted if appropriate documentation is not submitted with your application.
 - d. If you are a current active-duty military member who does not have a DD214 and are claiming preference under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces indicating that you will be discharged or released under honorable conditions from active duty within 120 days from the date on the certification document. Certifications must be on letterhead from the appropriate military branch and include the following information: military dates of service and expected discharge or release date, character of service, military rank, type of discharge and date when terminal leave will begin. Certifications must be signed by, or by direction of military members' military personnel offices, unit commanders or higher headquarters. 5-point preference will not be granted if appropriate documentation is not submitted with your application.

Finalists for the position will be required to submit documentation verifying the minimum requirements, including official transcripts. Applicants do not need to provide these by the priority cut-off date but should ensure they are ready to supply them when asked. Official transcripts are required to be submitted prior to receiving a firm offer of employment.

Please attach all documents and email them to
CGA-EDU-SMB-FacultyApplications@uscga.edu

Priority consideration will be given to applications submitted in their entirety by 11:59 PM ET on the first cut-off date of the announcement.

Inquiries: Ms. Tammie Kaman (School Business Manager) tammie.kaman@uscga.edu

Other Information

DHS offers an attractive benefits package that includes health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays.

Relocation expenses are not authorized.

This position is open to U.S. Citizens and non-citizens. Non-citizens selected for the position must provide evidence that they are eligible for appointment to this position and that they will remain eligible to meet all conditions of employment for the duration of the appointment. The US Coast Guard does not sponsor visas.

If you are selected for this position, you will be subject to a determination of your suitability for Federal employment. All selectees are subject to an appropriate investigation as a condition of placement into this position. Certain investigation levels may automatically require a credit check after initial job qualifications have been met. For those positions that do not automatically require a credit check, it may later be required if the initial investigation surfaces a potential issue.

The tentative selectee will be required to complete questions contained on the [Declaration for Federal Employment, OF-306](#) at the time a tentative job offer is made. At the time of appointment, the selectee will be required to update the OF-306. Certain responses on the form could result in disqualification for appointment based on suitability determinations.

DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about your rights and responsibilities at [E-Verify](#).

All Federal employees are required to have Federal salary payments made by direct deposit.

For Veterans' preference eligibility, visit [Veterans' Resources](#) and see the How to Apply section of this vacancy announcement.

In alignment with Federal hiring policies, more than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 90 days from the date the certificate was issued.

If you need a reasonable accommodation for the application and hiring process, please contact 860-444-8508. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [DHS Program of Reasonable Accommodation](#).

OPM must authorize employment offers for former or current Political Appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information.

What to Expect Next

You will receive an acknowledgement of the receipt of your application. If you do not receive such confirmation, do not assume your application was received. All applicants will receive notification regarding selection or non-selection.