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Non-Tenure Track Teaching Instructor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Position Details

Position Information

Recruitment/Posting Title	Non-Tenure Track Teaching Instructor
Department	School of Criminal Justice
Salary	Commensurate With Experience
Benefits	Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to <a href="http://uhr.rutgers.edu/benefits/benefits-overview">http://uhr.rutgers.edu/benefits/benefits-overview</a> .

The School of Criminal Justice and NJ-STEP at Rutgers University-Newark invite applications for a full-time (Academic Year), two year Non-Tenure Track Teaching Instructor in Humanities and Social Justice to begin in September of 2025 and continue through the 2026/2027 academic year. Demonstrable evidence in excellence in undergraduate teaching is essential. The position is grant-funded.

This position would focus on the Bachelors in Justice Studies major, with a primary emphasis on teaching within the four NJ State prisons that the NJ-STEP (Scholarship and Transformative Education in Prisons) program serves. Applicants should be social justice scholars with demonstrated success in teaching.

The teaching load is the equivalent of 4 courses per semester. This is an academic year appointment with the possibility of additional teaching contracts during summer months.

The successful candidate will deliver appropriate sections of courses for major credit in the Justice Studies program as needed for course progressions each semester – primary examples include, “Pursuit of Justice”, “Inequality”, “Philosophy of Justice”, “Restorative Justice”, “History of Mass Incarceration”, “Punishment”, “Special Topics in Justice”, “Interdisciplinary Senior Thesis” and other advanced 300-400 level social justice coursework within their specialty.

Depending on changes in course needs, the successful candidate may also support the implementation of archival work and execute the installation of archival material into our prison libraries.

Posting Summary

Specific job duties include:

- Teach four courses per semester in a NJSTEP prison, or the equivalent of 18 credits per year, as assigned by the Dean, Department Chair or NJ-STEP Director.
- Assist and participate in preparation of one-day workshops, including, but not limited to, assisting with development of manuals, materials, etc.
- Contribute to development of curriculum for social justice coursework, ensuring compatibility with School, SASN, and NJ-STEP requirements.
- Liaise between faculty and NJ-STEP staff regarding all materials needed for Social Justice courses.
- Participate in the NJ-STEP teaching community allowing regular exchange regarding the teaching experience inside.
- Inform and supervise independent studies/fellows in archival efforts of NJ-STEP artifacts
- Support department efforts to modify and develop courses and curriculum.
- Perform additional service in accordance with the mission of NJ-STEP, The School of Criminal Justice, and Rutgers University-Newark (RU-N).

Position Status	Full Time
Posting Number	25FA0448
Posting Open Date	04/23/2025
Posting Close Date	05/31/2025

Qualifications

**Minimum Education and Experience** Master's degree in the humanities or social sciences required. Experience teaching in prisons is preferred, but not required.

**Certifications/Licenses**

**Required Knowledge, Skills, and Abilities** Expertise within one or more fields that comprise the interdisciplinary field of Justice Studies is required.

Successful applicant must have access to transportation to facilities across the State of New Jersey and must receive and maintain background clearance conducted by the Department of Corrections.

**Equipment Utilized** This position requires teaching in an analog context, specifically without access to the internet, computers, or other digital devices.

**Physical Demands and Work Environment** Courses will be taught inside/ among four NJ State prisons, distributed throughout the state, and, therefore, requires a well-functioning car and a schedule that accommodates early morning, afternoon, and evening classes, depending on course demands for each semester.

**Overview**

**Statement**

**Posting Details**

**Special Instructions to Applicants**

**Quick Link to Posting** <https://jobs.rutgers.edu/postings/249447>

**Campus** Rutgers University-Newark

**Home Location Campus** Rutgers University-Newark

**City** Newark

**State** NJ

**Location Details**

**Pre-employment Screenings**

All offers of employment are contingent upon successful completion of all pre-employment screenings.

**Immunization Requirements**

Under Policy 100.3.1 **Immunization Policy for Covered Individuals**, if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate's offer of employment or disciplinary action up to and including termination.

**Affirmative Action/Equal Employment Opportunity Statement**

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value

diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrimination-statement>

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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### Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application
3. List of Professional References (contact Info)
4. List of courses taught

### Optional Documents

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the [Non-Discrimination Statement](#).

In compliance with the Americans with Disabilities Act (ADA) and the New Jersey Law Against Discrimination (NJLAD), if you have a disability and would like to request an accommodation with regard to your access to and/or your participation in the application and selection processes (for example, the online application process or interviews), please call 848-932-4444 or [e-mail us](#).

Rutgers University is an equal access/equal opportunity institution. If you have trouble accessing this page because of a disability, please contact us at 732.745.7378 or via email at [OneSource@Rutgers.edu](mailto:OneSource@Rutgers.edu).

For technical assistance with the applicant tracking system (login, filling out your application, resetting your password, etc.) please contact the ROCS Help Desk at 848-932-4444 or [ROCS@hr.rutgers.edu](mailto:ROCS@hr.rutgers.edu).

To learn more about Rutgers University's commitment to diversity and inclusion on its campuses, [click here](#).

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[Contact RU-info](#) at 732-445-info (4639) | Questions? [Ask Colonel Henry](#), or text us at 732-662-2664.