



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

APPLICATION PACK

Instructor

Academic Literacies Programme

Faculty of Humanities & Education

INSTR_ALP 07/26

Contents:

1. Notes including application procedure
2. Advertisement
3. Further details of the post
4. Summary of Terms and Conditions of Service –
Academic Staff

NB: The application form is available on our website:

<http://www.cavehill.uwi.edu/hr/careers.aspx>

NOTES – please read carefully before completing the application form

Thank you for your enquiry regarding a post at The University of the West Indies, Cave Hill Campus.

Application procedure:

Should you wish to apply for this position, please send a completed application form addressed to The Assistant Registrar, Employee Success Division, The University of the West Indies, Cave Hill Campus, P.O. Box 64, Bridgetown BB11000, Barbados, via E-Mail to: humanresources@cavehill.uwi.edu

Only signed and completed applications will be considered. Please ensure that you quote reference number **INSTR_ALP 07/26** on all correspondence.

1. A complete application includes;
 - a. Cover letter;
 - b. Completed Application Form;
 - c. Supporting documents
 - i. Transcripts sent **DIRECTLY** from degree granting institutions;
 - ii. Updated Curriculum vitae;
 - iii. Three (3) updated referee reports from persons listed as references on the application form.
 - iv. Lists of publications (where necessary).

Any application that is incomplete after the deadline will not be considered.

Closing Date: August 14, 2026

We will inform you of the outcome of your application as soon as possible.



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

Applications are invited from suitably qualified persons for posts of **Instructor in the Academic Literacies Programme**, Faculty of Humanities and Education, The University of the West Indies, Cave Hill Campus, Barbados.

The Instructors will be required to: develop, organize, deliver, and assess writing courses; focus on helping students develop their critical thinking, creative, imaginative, research and analytical skills and communicative ability through academic writing, professional writing, and rhetorical knowledge. Instructors are expected to contribute to the ALP's pedagogical progress and act as a supportive framework to promote students' success in their other courses and in the workforce.

The position is non-tenure track with a renewable two-year contract.

The successful applicants will be expected to assume duties by **August 24, 2026 or as soon as possible thereafter**.

Duties and Responsibilities

To fulfil their responsibilities, the ALP instructors should:

- Teach the assigned number of Foundation Language course sections (usually 4 per semester).
- Participate in professional development activities to maintain currency with instructional and educational practices and methods and to practice effective pedagogy.
- Support and promote the mission of the ALP, which focuses on providing a supportive, adaptive learning environment that nurtures critical reasoning, problem-solving and creative thinking.
- Collaborate with other academic staff to evaluate, revise, and develop writing curriculum that optimize course content and learning objectives.
- Develop syllabi for their sections in accordance with course and assignment guidelines.
- Facilitate organized, engaging and enriching classes based on course objectives and course curriculum.
- Monitor and evaluate student progress and provide timely feedback to students.
- Use the learning management system and instructional technology effectively and appropriately (regardless of delivery modality) to produce quality instruction
- Assess student learning using appropriate methods.
- Maintain records including attendance and student achievement of learning outcomes.
- Manage online/paperwork grading system.
- Participate in programme and Departmental meetings.
- Participate in and represent the ALP at campus events, as appropriate.
- Uphold The UWI's policies, objectives and functions in accordance with The UWI vision, mission, and core values.
- Perform other related duties as assigned.

Professional Skills

The ALP Instructor is expected to possess and demonstrate the following skills, abilities and experience:

- Follow developments in the field so their expertise and knowledge base remain current.
- Demonstrate a comprehensive understanding of the principles of responding to and evaluating student writing.
- Work effectively with students from various, diverse backgrounds possessing differing levels of skill.
- Possess strong organizational and recordkeeping skills with the ability to manage time effectively and meet deadlines.
- Demonstrate proficiency in online educational platforms and tools (e.g., elearning, Moodle, Turnitin, etc.)
- Use relevant and appropriate applications (e.g., Microsoft Suite) to prepare and maintain records, correspondence, reports and other data.
- Possess excellent communication skills.
- Exercise sound judgment, tact, and discretion (e.g., regarding sensitive and/or confidential matters)
- Cooperate and collaborate as a member of a team.
- Maintain a courteous and professional demeanor in the workplace.
- Comply with all applicable University policies and procedures.

Qualifications

- At least a Master's degree in English Literature, Linguistics, Composition Studies/Writing, or a related field.
- Previous teaching experience.

STAFF

The present academic staff in the Academic Literacies Programme comprises the following members:

ASGILL, Sherry
Instructor, BA, MPhil (The UWI)

EDWARDS, Sophia
Instructor, BA, MPhil (The UWI)

EVANS, Zoanne
Instructor, BA, MA, PhD, Dip Ed (The UWI)

HOYTE, Asan
Instructor, BA, (The UWI) MA (UPV/EHU)

WALKES, Carolyn
Instructor and Programme Coordinator, BA (The UWI), MA (Rutgers)

WELCH, Katrina
Instructor, BA Linguistics with Education, MA Communications, MA (The UWI)

Courses taught:

Courses currently offered in The Academic Literacies Programme are:

- FOUN0100 - Fundamentals of Written English
- FOUN1003 - An Introduction to Creative Non-Fiction
- FOUN1004 - An Introduction to Argument
- FOUN1006 - Exposition for Academic Purposes
- FOUN 1008 - An Introduction to Professional Writing

Detailed applications giving full particulars of qualifications and experience, biodata and the names, addresses (including email) and telephone numbers of three (3) referees (one of whom should be from your present organization) should be sent as soon as possible to the **Assistant Registrar (Employee Success Division), University of the West Indies, P.O. Box 64, Bridgetown, Barbados** via Email: humanresources@cavehill.uwi.edu. A Job Application Pack is available from our website: www.cavehill.uwi.edu/hr/careers.aspx.

The closing date for completed applications (Application Form, CV, referee reports and degree transcripts) is: **August 14, 2026**.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE - ACADEMIC STAFF

Instructor, Academic Literacies Programme

Note: This is a non-tenure track position with a renewable two-year contract.

- (a) Salary Scales – the salary scales accord with the level at which the appointments are made. Salary scale and point of entry will depend on the qualifications and experience of the successful candidate.

Instructor

BDS\$74,460 x \$2,040 – 86,700 x \$2,136 - \$99,516 per annum

Note: these are graduated scales that progress from the minimum point to the top of the scale by annual increments except where a merit bar requires formal assessment before crossing. For example, the scale for Instructor runs as follows:

Minimum point	\$74,460
2 nd point	\$76,500 (74,460 + 2,040)
3 rd point	\$78,540 (76,500 + 2,040)

(b) **Allowances**

- Accommodation Allowance - 15% of basic salary
- Transportation Allowance - BDS\$4,320 per annum

(c) **Benefits**

- *Book Grant* - \$3500 per annum
- *Professional Development Grant* – BDS\$5,835 per annum (special conditions apply)
- *Registration in Medical Scheme* (currently non-contributory)

(d) **Pension Arrangements**

Instructors on full time contracts in excess of one (1) year are required to contribute to the Federated Superannuation System for Universities (FSSU). The contribution rates are Employee 5%, UWI 10%. The sums are invested to provide a pension at age 65, the age of retirement from The UWI.

The Registry
Cave Hill Campus
July 2026