

## Faculty Job Description

### **University 100 Teaching Expectations**

- Co-teach University 100 with a Peer Advisor; attend all University 100 section meetings.
- Serve as a mentor to your University 100 Peer Advisor.
- Meet in person weekly with Peer Advisor.
- Facilitate class discussion; contribute to lesson planning and preparation.
- Assist Peer Advisor with administrative tasks: class speakers, advice on grading, attendance, journals, etc.
- Address specific student concerns, in and out of class (via e-mails, phone calls, meetings).
- Serve as a role model to new students.
- Serve as a liaison between the Transition Resource Center (TRC), Peer Advisor, and students.
- Provide information about campus services and involvement opportunities to students.
- Participate in Outdoor Team Development Course with University 100 section.
- Maintain contact with students in the spring semester.

### **Faculty Training Expectations**

- Attend all required faculty trainings and meetings outlined on page 3 of the packet.

### **Compensation & Time Commitment**

- Faculty will be paid a base salary of \$1,050 with \$50 for each addition year of service with \$1,300 as the maximum salary (*pending final approval*). There are opportunities to earn additional compensation for those who take on extra responsibilities (i.e. teaching another section of University 100, going on Project Peak, participating in Living Learning Communities).
- Time commitment includes approximately 5 hours per week for University 100 (including 2 hours of class time, 1 hour meeting with a Peer Advisor and 1 hour of planning and grading). Additional commitments include training requirements.

Faculty will be paid bi-monthly over the course of each teaching semester.

## Important Dates – Mark Your Calendars

### Selection Timeline

- Applications available in late January
- University 100 Faculty Information Sessions (recommended, but not required)
  - Thursday, February 6th at 3pm in SUB1 Suite 3500 – Academic Advising Conference Room
  - Monday, February 10<sup>th</sup> at 2pm in JC Room 234
- Applications due February 17, 2014
- Individual interviews with TRC staff will be scheduled on a rolling basis once a completed application is submitted. Interviews will be held in late February and early March.
- New Faculty selection notification will be made via e-mail on March 7.
- Hire faculty will be assigned to a class section in mid-April.

### Important Information

### Mandatory Dates/Expectations – Mark Your Calendars

- **New Faculty Training:** March 20 from 1pm-5pm or March 24 from 9am-1pm (Choose 1)
- **Supplemental Training (Optional):** Faculty will be invited to join select Peer Advisor training classes this spring. The Peer Advisor training class is on Fridays from 9am-12pm from February-May. The specific optional training schedule will be sent out in March.
- **All Faculty Meeting (Spring):** April 1 or April 9 from 1pm-5pm (Choose 1)
- **Faculty/PA Pairing Assignments:** April 18<sup>th</sup> via e-mail
- **At least ONE planning meeting with Peer Advisor:** Between Mid-April and Mid-May
  - Plan syllabus
  - Discuss expectations and division of class responsibilities
  - Complete and return Faculty/PA Contract to TRC by May 16, 2014
- **Summer Communication with Peer Advisor:** Communication between you and your Peer Advisor is strongly recommended over the summer to discuss guest speakers and further develop the class schedule.
- **University 100 Faculty/PA Fall Kickoff:** Sunday, August 24 Time TBA (lunch included)
- **All Faculty Meetings (Fall):** One per month in September, October, and November from 1pm-2pm. Exact dates TBA.
- **Classroom Observations:** Once your class syllabus is finalized faculty must submit at least 2 options for TRC Staff to come observe you during the month of October. Faculty that have been observed for two consecutive years will not be required to be observed for another two years as part of a new observation rotation schedule.