Faculty Job Description

University 100 Teaching Expectations:

● Co-teach University 100 with a Peer Advisor; attend all UNIV 100 section meetings.
● Facilitate class discussion; contribute to lesson planning and preparation.
● 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 UNIV C&P, Peer Advisor, and students.
● Provide information about campus services and involvement opportunities to students.
● Participate in The EDGE Team Building Event with UNIV 100 section (if applicable).
● Maintain contact with students in the spring semester.
● Complete end-of-year evaluation in person with UNIV C&P Staff.
● Evaluate at least one Campus Partner presentation/guest speaker.

University 100 Peer Advisor Mentoring Expectations:

● Foster a mentoring relationship with Peer Advisor to include regular meetings, goal setting and performance check-ins, and role-modeling teaching techniques.
● Assist in monthly informal mini-evaluations of Peer Advisor based on PA goals and observed areas for improvement. Provide ongoing feedback on PA performance through regular meetings.
● Assist UNIV C&P in evaluating Peer Advisor through mid-semester formal written evaluation.
● Communicate as needed with UNIV C&P staff regarding PA performance. Support and encourage PA professional development.

Faculty Requirements & Qualifications:

● Master's degree or at least 18 credits completed by August 2020
● Approval from supervisor
● Full-time employees can only teach one course within a semester at George Mason
● Wage employees and Graduate students must comply with 1500 hours rule
● Classified non-exempt employees are ineligible to teach

Faculty Training Expectations:

● Attend all required faculty trainings and meetings outlined in Important Information.

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, participating in Living Learning Communities).
● Time commitment includes approximately 5 hours per week for University 100 (including two hours of class time, one hour meeting with a Peer Advisor and one hour of planning and grading). Additional commitments include training requirements.
- Faculty will be paid bi-monthly over the course of each teaching semester.
- Attend UNIV faculty monthly meetings in the fall semester (one hour per month).