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.
- Share administrative tasks with PA: 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 Center for Academic Advising, Retention & Transitions (CAART), Peer Advisor, and students.
- Provide information about campus services and involvement opportunities to students.
- Participate in the EDGE with University 100 section (if applicable).
- Maintain contact with students in the spring semester.
- Complete end-of-year evaluation in person with CAART Staff.
- Evaluate at least one Campus Partner presentation/guest speaker.

Faculty Requirements & Qualifications
- Master’s degree (completed by August 2016)
- Approval from supervisor
- Full-time employees can only teach 1 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 document.

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 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.