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.