

TEACHING POSITIONS AVAILABLE IN BIOLOGY
UNIVERSITY OF SAN FRANCISCO
SPRING 2015

Positions available (course descriptions and class times attached)

Laboratory Instructors: *PhDs and graduate students at any level (these lab instructor positions are ideal for those with limited time or no teaching experience)*

General Biology II Laboratory
Survey of Human Physiology Laboratory
Microbiology Laboratory
Genetics Laboratory

Course Lecturer/Laboratory Coordinator: *Instructor positions have responsibility for the full course, including lecturing and coordinating lab sections. PhD preferred, advanced graduate students with teaching experience may be considered*

Human Anatomy

The spring semester begins Jan 26 and classes end May 14.

Compensation: As an instructor at USF, you will be hired as part-time (adjunct) faculty with no benefits. Pay is estimated at \$1702 per unit. (If you would like to teach a lab course in lieu of your UCSF teaching assistant requirement, UCSF requires that you teach as a volunteer.)

Note: **International students/postdocs** are advised to contact the UCSF International Students and Scholars Office (<http://isso.ucsf.edu/>) to determine eligibility for a paid part-time teaching position outside of UCSF under your particular visa. USF cannot assist with visa issues.

Questions?

- **Attend an information session:**
Oct 30 Thursday, 1:00-2:00 pm; Mission Hall, Room 1400, Mission Bay Campus
Oct 31 Friday, 10:00-11:00 am; School of Nursing, Room 729, Parnassus Campus
- Contact Deneb Karentz <karentzd@usfca.edu>, Professor of Biology and USF Coordinator for the USF/UCSF Partnership for Mentoring and Teaching (PUMT)
- Go to <http://career.ucsf.edu/grad-students-postdocs/teaching/teaching-opportunities/teach-at-usf>

To apply for a position: E-mail your application to Deneb Karentz (karentzd@usfca.edu) as a **single** PDF file.

Your application document must be named *yourlastname_S15.pdf*. Complete applications require the following (incomplete applications will not be considered):

1. Cover letter addressed to Deneb Karentz
2. Separate page (with your name at the top) listing the courses and specific section times you would like to be considered for, in order of preference (if any)
3. Your CV, with a "Teaching Experience" section, if applicable
4. List of three references with an indication of your relationship and complete contact information, including the person's position, phone and e-mail. (Do not submit reference letters, but please let your references know that they may be contacted about your application.)

Review of applications will start on Nov 11.

Become a Research Mentor: Interested in mentoring a USF undergraduate student in research? The USF/UCSF Partnership for Mentoring and Teaching (PUMT) provides opportunities for you to mentor and train undergraduate students in research activities. USF students are very interested in gaining research experience and can provide valuable assistance to a project. If you do not have time to teach a class, sponsoring a student in the lab is a great way for you to gain undergraduate mentoring experience. Students are available during the summer and the academic year.

For information about becoming a research mentor for an undergraduate student contact:

Deneb Karentz <karentzd@usfca.edu>

POSITIONS AVAILABLE FOR SPRING 2015

Lecture/Laboratory Coordinator Position

Human Anatomy (BIOL113) Lecturer/Lab coordinator, 8 units (estimated \$13,616)

One lecture section meets MWF 10:30-11:20 AM

Lecturer is also responsible for supervising six lab sections taught by part time faculty

This course is taught for freshman Nursing students and Exercise/Sports Science majors. It covers the basic concepts of human anatomy. Students attend three hours of lecture and an additional two-hour lab session each week. The person hired for this position will be responsible for the entire course, delivering lectures and supervising the lab instructors. Lab sections are taught by part time faculty who have already been selected, and have prior experience with this class. The lab instructors are responsible for lab introductions, making and grading weekly quizzes, grading lab reports, and providing minimal assistance with preparing lab materials.

Topics to be covered, learning outcomes, the textbook and lab exercises have been set by the Biology Department. The instructor will have flexibility in how the material is delivered and how student progress is evaluated for the final course grade. Syllabus is available for review (contact Deneb Karentz <karentzd@usfca.edu>) and other resources will be available to assist the new instructor. USF uses Canvas as a learning management system and we provide training for using Canvas.

Laboratory Course Instructors

General Biology II (BIOL106L) Lab instructor, 1.5 units (estimated \$2553)

Lab sections meet once a week:

Monday	1:00 pm-3:50 pm
Tuesday	8:00 am-10:50 am, 11:00 am-1:50 pm, 2:00 pm-4:50 pm
Wednesday	1:00 pm-03:50 pm, 4:00-6:50 pm
Thursday	11:00 am-1:50 pm, 2:00 pm-4:50 pm

Mandatory weekly lab instructor meeting Friday 11:00 AM-12:30 PM. (Labs start week of

This course is the second semester of the yearlong freshman General Biology series and covers a variety of basic concepts in biology relating to the organismal systems such as reproduction, circulation, digestion, etc., along with a survey of kingdoms/domains of life. (The first semester course in the fall covered the molecular aspects of cell biology, including cellular respiration, photosynthesis, DNA replication, protein synthesis, genetics and an introduction to population ecology.) Students will be in multiple lecture sections taught by full time faculty (three 50-minute lectures a week) with an additional three-hour lab every week. Lab sections will have 18-24 students each.

The textbook, lab manual, topics to be covered and lab exercises for the course are set. During the mandatory weekly meeting, lab instructors are briefed on the next week's activities and given lecture notes with PowerPoint slides. In addition to teaching the lab, instructors are responsible for making and grading weekly quizzes, assisting with proctoring lecture exams, grading lab reports, and providing minimal assistance with preparing lab materials.

Survey of Human Physiology Laboratory (BIOL116) Lab instructor, 1.5 units (estimated \$2553)

Lab sections meet once a week:

Wednesday 230-4:20 pm, 4:30-6:20 pm
Thursday 10:00-11:50 am

Mandatory weekly lab instructor meeting to be arranged.

This course is taught for freshman Nursing students and Exercise/Sports Science majors. It covers the basic concepts of human physiology. There will be three 50-minute lectures a week taught by a full time instructor, with an additional two-hour lab session each week. Lab sections will be 18-24 students each. In addition to teaching the lab, instructors are responsible for lab introductions, making and grading weekly quizzes and question sets, and providing minimal assistance with preparing lab materials.

Microbiology Laboratory (BIOL135) Lab instructor, 2.0 units (estimated \$3404)

Lab sections meet twice a week:

Monday and Wednesday 1:00-2:45 pm, 2:55-4:40 pm
Tuesday and Thursday 8:00-9:45 am, 10:00-11:45 am, 1:00-2:45 pm, 2:55-4:30 pm

Mandatory weekly lab instructor meeting Fridays 9:30 to 10:30 am.

This course is taught for freshman Nursing students. It covers the basic concepts of microbiology. There will be two 75-minute lectures a week taught by a full time professor with two additional two-hour lab sessions each week. Lab sections will be 18-24 students each. Lab instructors are responsible for lab introductions, grading lab reports, and providing minimal assistance with preparing lab materials.

Genetics Laboratory (BIOL310L) Lab instructor, 1.5 units

Lab sections meet once a week:

Tuesday 11:00 am-1:50 pm

Mandatory weekly instructor meeting F 10:30-11:30 am.

The Genetics Laboratory course accompanies the Genetics lecture course that is required for all Biology majors near the end of their sophomore or beginning of their junior year at USF. The lab course covers topics in Mendelian, molecular, and population genetics, using techniques such as *Drosophila* crosses, bacterial conjugation, RFLP analysis and karyotyping. Lab sections will have 14-18 students each and will meet once a week for 3 hours. The students will also be attending 3 hours of lecture taught by full time faculty.

The lab exercises are set by the Biology Department. Lab instructors will be responsible for teaching their lab session and attending a mandatory weekly instructor lab meeting. During the instructor lab meeting, the next week's activities will be discussed and supporting materials will be provided. In addition to teaching the lab, instructors may be responsible for making and grading weekly quizzes, grading lab reports and essays, and occasionally assisting with open lab periods.