

USF/UCSF Partnership for Undergraduate Mentoring and Teaching (PUMT)
TEACHING POSITIONS AVAILABLE IN BIOLOGY – Spring 2018

Laboratory Instructor Positions (Course descriptions and class times on following pages):

PhDs and graduate students will be considered, teaching experience not required. Compensation estimated at \$2820 for the semester.

- Human Anatomy Laboratory (freshman Nursing and Kinesiology majors)
- Survey of Human Physiology Laboratory (freshman Nursing and Kinesiology majors)
- Genetics Lab (2nd year Biology majors)

All undergraduate lab sections meet once a week, and each course has a mandatory instructor meeting once a week.

Lecturer Position

Course lecturers have responsibility for the full course. PhD preferred, advanced graduate students with teaching experience may be considered. Compensation estimated at \$7520 for the semester.

- Human Physiology (Biotechnology MS graduate students)

General Information

Dates:

Spring classes start Jan 22 and end May 10. There are no classes on Presidents Day (Feb 19), Spring Break (Mar 12-16) and Easter Holiday (Mar 30). The USF academic calendar is at <https://myusf.usfca.edu/onestop/registration/academic-calendar>.

International scholars:

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. International scholars on a J-1 visa can teach at USF, but must submit a letter of support from their principal investigator with their application to USF, and obtain official permission through ISSO if an offer of hire is made.

Domestic and international scholars:

It is your responsibility to verify that external employment is allowed for your particular situation (e.g., some fellowships do not allow outside employment).

Questions?

- **Attend an information session – lunch will be served!**

Thursday Nov 9, 12:00-1:00 pm: Mission Bay Campus, Genentech Hall N-114

Tuesday Nov 14, 12:30-1:30 pm: Parnassus Campus, Health Sciences West, Room 303

You can register at <http://career.ucsf.edu/step-up-teaching-residencies-usf>

- See page 4

- See FAQ sheet at

<https://career.ucsf.edu/sites/career.ucsf.edu/files/UCSF%20OCPD%202017%20USF%20Frequent%20Asked%20Questions.pdf>

- Contact Deneb Karentz <karentzd@usfca.edu>, Professor of Biology and USF Coordinator for the USF/UCSF Partnership for Mentoring and Teaching (PUMT)

Applications

E-mail your application to Deneb Karentz (karentzd@usfca.edu) as a **single** PDF file. *Review of applications will start **Dec 1**, and continue until positions are filled.*

Your application must be named *yourlastname_F17.pdf*. Complete applications require the following (incomplete applications will not be considered):

1. Cover letter addressed to Deneb Karentz. Cover letter should include an explanation of your qualifications to teach the course(s) you are applying for.
2. Separate page (with your name at the top) listing the courses, specific section times you could be considered for in order of preference, and number of sections you would like to teach. If you have no time preferences, please indicate that on this page of your application. Assignment of multiple sections based on number of applications received and number of sections available.
3. Your CV, with a "Teaching Experience" section, if applicable.
4. List of three references with a description 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 they may be contacted about your application.)
5. International scholars on a J-1 visa must submit a letter of support from their Principal Investigator with their application to USF.

Laboratory Instructor Positions

Note: All lab sections meet once a week and there is a mandatory weekly instructor meeting. All courses have additional lab sections; only currently unstaffed sections are listed below.

Human Anatomy (BIOL114) Lab instructor

Mandatory weekly lab instructor meeting Fridays 12:00-1:30 pm.

Sections available (each time period is one section that is assigned to one instructor)

Tuesday 08:00 am-09:50 am
 Tuesday 10:00 am-11:50 am
 Tuesday 12:00 pm-01:50 pm

This course is taught for freshman Nursing students and Kinesiology majors. It covers the basic concepts of human anatomy (lab is based on models, not cadavers). The lecture is taught by full time faculty. There is an optional Monday night open lab available to all students. Lab sections will be 18-24 students each. During the weekly mandatory instructor meeting, the next week's activities will be discussed and supporting teaching materials will be provided. In addition to teaching the lab, instructors are responsible for lab introductions, making and grading weekly quizzes, grading lab reports, and providing minimal assistance with preparing lab materials.

Survey of Human Physiology Laboratory (BIOL116) Lab instructor

Mandatory weekly lab instructor meeting Thursday 5:00-6:30 pm.

Sections available (each time period is one section that is assigned to one instructor)

Wednesday 02:30 pm-04:20 pm
 Wednesday 04:30 pm-06:20 pm
 Thursday 12:50 pm-02:40 pm
 Thursday 02:50 pm-04:40 pm

This course is taught for freshman Nursing students and Kinesiology majors. It covers the basic concepts of human physiology. The lecture is taught by full time faculty. Lab sections will be 18-24 students each. During the weekly mandatory instructor meeting, the next week's activities will be discussed and supporting teaching materials will be provided. 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.

Genetics Laboratory (BIOL311)

Mandatory weekly lab instructor meeting Thursday 2:00-3:00 pm.

Sections available (each time period is one section that is assigned to one instructor)

Monday	12:00 pm-02:50 pm
Monday	03:00 pm-05:50 pm
Tuesday	02:00 pm-04:50 pm
Tuesday	05:00 pm-07:50 pm

The Genetics Laboratory course accompanies the Genetics lecture course that is required for all Biology majors after they have completed General Biology (1 year) and Cell Physiology (1 semester). This lab course covers topics in Mendelian, molecular, and population genetics, using techniques such as *Drosophila* crosses, bacterial conjugation, RFLP analysis and karyotyping. The lecture is taught by full time faculty. Lectures are taught by full time faculty and students have one lab session each week. Lab sections will have 14-18 students each.

The textbook, lab manual, topics to be covered and lab exercises for the course are set. During the weekly mandatory instructor meeting, the next week's activities will be discussed and supporting teaching 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, occasionally assisting with open lab periods, and providing minimal assistance with preparing lab materials.

Lecturer

Human Physiology (BTEC622)

Lecture on Tuesday and Thursday 6:15-8:00 pm

This course is for Biotechnology Professional Science Masters (PSM) students during the final semester of their degree program. It is a graduate-level Human Physiology course that is a Survey of the function of tissues, organs and organ systems to better understand human disease addressable by biotechnology. Emphasis on understanding physiological concepts and literature relevant to clinical studies and early developmental research of pharmaceuticals.

The instructor will be solely responsible for teaching the class, writing exams, preparing and monitoring in-class literature review discussions, evaluating and grading all of the student work (including presentations) throughout the semester. The ideal candidate for this position will be a current PhD student or a postdoc who has a strong familiarity with the current scientific literature in Human Physiology and how an understanding of this topic relates to the biotechnology/pharmaceutical industry.

Be 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 to gain undergraduate mentoring experience. Students are available during the summer and the academic year.

For information about becoming a research mentor for undergraduate students contact: Deneb Karentz <karentzd@usfca.edu>

Information about Teaching Biology at the University of San Francisco

See also FAQ sheet at

<https://career.ucsf.edu/sites/career.ucsf.edu/files/UCSF%20OCPD%202017%20USF%20Frequently%20Asked%20Questions.pdf>

- USF is a private Jesuit university (<https://www.usfca.edu>).
- Introductory course lectures are taught by full time faculty, and students from lecture sections are divided into smaller lab sections taught by part time (adjunct) faculty. Lab instructors are not required to attend lectures.
- While lab activities and course content are set and cannot be modified, part time faculty instructors are teaching lab sections on their own (see responsibilities in descriptions above) and have flexibility in how material is presented.
- Weekly instructor meetings are mandatory. These meetings with the course professor or lab coordinator review the previous week's lab, provide guidance for the next week's labs, and serve as mentoring opportunities to improve teaching effectiveness. Lab instructors will be provided with information on what the students have been learning in lecture, what topics should be covered in lab, what lab activities are planned, and will have the opportunity for hands-on practice with lab materials.
- We understand that occasionally graduate students and post-docs have obligations to be away for meetings or other work-related events. With enough lead-time, one class absence during the semester can usually be accommodated.
- Part time faculty have access to the USF Center for Instructional Technology (CIT) and can take advantage of a variety of CIT opportunities for training in the use of technology in teaching.