USF/UCSF Partnership for Undergraduate Mentoring and Teaching (PUMT)

TEACHING POSITIONS AVAILABLE IN BIOLOGY – Fall 2018

**Laboratory Instructor Positions** (Course descriptions and class times on following pages):
PhDs and graduate students will be considered, teaching experience not required.
- BIOL105 General Biology I Lab (science majors)
- BIOL114 Human Anatomy Lab (Nursing and Kinesiology majors)
- BTEC689 Advanced Research Methods in Biotechnology (graduate students in the Biotechnology professional master’s program)

**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.
- BIOL108/109 Biology of Human Aging (Kinesiology and non-science majors)

**Other Teaching Positions at USF (Physics and Astronomy, Chemistry, Math)** – see page 5

**General Information**

**Dates:**
Fall classes start Aug 21 and end Dec 5, 2018. There are no classes on Labor Day (Sept 3), Fall Break (Oct 15-16) and Thanksgiving Recess (Nov 22-23). General Biology labs will not meet during those weeks. The USF academic calendar is at [https://myusf.usfca.edu/onestop/registration/academic-calendar](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](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**
  Parnassus: Monday April 30, 10:00-11:00 am, N-517 (Nursing)
  Mission Bay: Wednesday May 2, 12:30-1:30 pm, BH 212 (Byers Hall)
  You can register at [http://career.ucsf.edu/step-up-teaching-residencies-usf](http://career.ucsf.edu/step-up-teaching-residencies-usf)
- See next page
- See FAQ sheet at [https://career.ucsf.edu/sites/career.ucsf.edu/files/UCSF%20OCPD%202017%20USF%20 Frequently%20Asked%20Questions.pdf](https://career.ucsf.edu/sites/career.ucsf.edu/files/UCSF%20OCPD%202017%20USF%20Frequently%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 May 23, and continue until positions are filled.

Your application must be named yourlastname_F18.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 will be 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.

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.
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>

Laboratory Instructor Positions

Note: General Biology and Human Anatomy lab sections meet once a week and there is a mandatory weekly instructor meeting. Each time period listed is one lab section with one instructor. All courses have additional lab sections; only currently unstaffed sections are listed below.

General Biology I (BIOL105L) Lab instructor (Compensation estimated at $2820 for the semester.)

- Monday 7:00 pm-9:50 pm
- Tuesday 5:00 pm-7:50 pm
- Wednesday 10:00 am-12:50 pm, 4:00 pm-6:50 pm, 7:00 pm-9:50 pm
- Thursday 5:00 pm-7:50 pm

Mandatory weekly lab instructor meeting Friday 12:45-2:15 pm.

This course is the first semester of the yearlong freshman General Biology series for science majors and covers a variety of basic concepts in biology relating to the molecular aspects of cell physiology (including an overview of organic molecules, cellular respiration, photosynthesis, DNA replication and protein synthesis), genetics and an introduction to population ecology. Students will have three hours of lecture taught by full time faculty and an additional three-hour lab each 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, grading lab reports, and providing minimal assistance with preparing lab materials.

Human Anatomy (BIOL114) Lab instructor (Compensation estimated at $2820 for the semester.)

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

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

- Monday 7:00 pm-8:45 pm (this is an optional open review session for students)
- Tuesday 12:00 pm-1:50 pm, 2:00 pm-3:50 pm, 4:00 pm-5:50 pm, 6:00 pm-7:50 pm
- Wednesday 10:00 am-11:50 am

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.
Advanced Research Methods in Biotechnology Laboratory (BTEC689) Course assistant (not responsible for teaching a lab section alone). Meetings with course professor will be scheduled as needed. (Compensation estimated at $3760 for the semester.)

Lab meets twice a week: Monday and Wednesday 06:45 pm–10:30 pm

This course is for Biotechnology Professional Science Masters (PSM) students during the final year of their degree program. Students work in groups of two on semi-independent projects throughout the semester. The students are responsible for selecting, devising, carrying out, and troubleshooting experiments with the advice and guidance from the course professor and the course assistant. Some students work on projects in collaboration with local biotech companies.

The lab instructor will be responsible for helping to supervise students in lab during class and attending/running some of the group meetings that the students present at. The lab instructor will be responsible for evaluating and grading some of the student presentations throughout the semester. The lab instructor will present two independently constructed 30-60 minute lectures to the entire class near the beginning of the semester.

The ideal candidate for this position will be a current or recent PhD student or a postdoc who routinely uses molecular biology techniques such as PCR, DNA cloning, recombinant protein expression and purification, and mammalian tissue cell culture manipulation. The candidate should have a strong familiarity with the current scientific literature in the areas listed above. The person in this position should be able to draw on his or her scientific experience to help guide and assist the students with all aspects of their projects in the lab.

Lecturer

Biology of Human Aging (BIOL108) Lecturer/lab instructor (same person)

| Lecture | Wednesday and Friday 8:00–9:15 am |
| Lab | Friday 9:45-11:30 am |

This course is designed for non-science majors and satisfies the laboratory science requirement in the core curriculum at USF, as well as a requirement in the Gerontology minor. The course exposes students to the biological sciences, using the human body and aging of the body to illustrate and explore a variety of biological processes. Topics include biological molecules, cells, genetics, cellular theories of lifespan limitation and aging, anatomical and physiological systems in the body and how these systems change with aging, and the potential of stem cell research to remedy conditions associated with aging.

We expect an enrollment of 20 students. There will be two lectures a week, plus a two-hour lab. The textbook, topics to be covered, learning outcomes and lab exercises for the course are set. However, instructor has a great deal of latitude on how the material is delivered. Some prior course materials (e.g., syllabus, lecture notes) are available for use or reference.

Lab activities include experiments and exercises in methods of scientific investigation, as well as medical and social elements of biology related aging. The instructor will be responsible for preparing the lab introduction, making and grading weekly quizzes, grading lab reports, and providing assistance to the Life Sciences Laboratory Manager with preparing lab materials.

Other Teaching Positions at USF

- The Physics and Astronomy Department has several open lab instructor positions. Successful candidates would meet with a lab section for about three hours, once per week, for the coming Fall semester. Courses include an Introductory Physics course for pre-medical students, a Concepts course for architecture students, and an Astronomy course for non-science majors. Please contact Professor Horacio Camblong (camblong@usfca.edu) for more information or to express interest.
• The Chemistry Department will have several open lab instructor positions:
  Inorganic Chemistry Lab (two sections, junior level) (CHEM 320L)
    Tuesday 12:45-4:35 pm and Thursday 12:45-4:35pm; plus weekly instructor meeting, including experiment practice
  Organic Chemistry I Lab (multiple sections) (CHEM 232)
    Tuesday, Wednesday, Thursday, Friday 1:30-5:20pm; plus weekly instructor meeting, including experiment practice
  General Chemistry I Lab (multiple sections) (Chem 112)
    Monday through Friday afternoons; plus weekly instructor meeting, including experiment practice

Contact William Karney karney@usfca.edu, Professor and Chair, Department of Chemistry.

• The Mathematics and Statistics Department has opening for instructors to teach full courses in statistics and pre-calculus. See separate announcement attached for class section listings. Contact Cornelia Van Cott <cvancott@usfca.edu>, Associate Professor and Chair of the Department of Mathematics and Statistics.
USF/UCSF Partnership for Undergraduate Mentoring and Teaching (PUMT)
TEACHING POSITIONS AVAILABLE IN MATHEMATICS & STATISTICS – Fall 2018

Lecturer Positions

Course lecturers have responsibility for the full course. MS required, PhD preferred. Compensation estimated at $7520 for the semester per course. Lecturers may teach at most 2 courses.

See course descriptions and lecture times on page 2. Courses available are:

- Math 101 Elementary Statistics
- Math 106 Business Statistics
- Math 108 Precalculus

General Information

Dates:

Fall classes start Aug 21 and end Dec 5, with final exams Dec 7 – 13. There are no classes on Labor Day (Sep 3), Fall Break (Oct 15-16) and Thanksgiving Holiday (Nov 22-23). 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?

Contact Cornelia Van Cott <cvancott@usfca.edu>, Associate Professor & Chair of the Department of Mathematics and Statistics

Applications

Review of applications will continue until positions are filled. E-mail Cornelia Van Cott (cvancott@usfca.edu) with the following information (incomplete applications will not be considered):

6. An explanation of your qualifications to teach the course(s) you are applying for.
7. A list of 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.
8. A pdf attachment of your CV, with a “Teaching Experience” section, if applicable.
9. International scholars on a J-1 visa must submit a letter of support from their Principal Investigator with their application to USF.
Lecturer: Elementary Statistics (Math 101)
Sections available:

- TR 8:00 – 9:45 am
- MWF 1:00 – 2:05 pm

This course is for undergraduate students with majors in the social sciences and other areas, as well. The course will introduce students to the processes by which valid statistical inferences may be drawn from quantitative data. Topics include design of experiments; sample surveys; measurement; summary and presentation of data; regression and correlation; elementary probability; the law of averages; the central limit theorem; the normal, t and chi-square distributions; confidence intervals; and hypothesis testing.

The instructor will be solely responsible for lecturing, holding office hours, writing exams, evaluating and grading exams throughout the semester. Instructors will be assigned an undergraduate grader who can assist with grading homework. Class size is typically around 25 to 30 students. The ideal candidate for this position will be a current PhD student or a postdoc in a related field (mathematics, statistics, biostatistics, bioinformatics, etc.) who has a strong familiarity with statistics.

Lecturer: Business Statistics (Math 106)
Sections available:

- MWF 8:00 – 9:05 am
- MWF 9:15 – 10:20 am
- MWF 10:30 – 11:35 am
- MWF 11:45 am – 12:50 pm
- MWF 1:00 – 2:05 pm
- MW 4:45 – 6:25 pm
- MW 6:30 – 8:15 pm

This course is required for freshmen in business majors at USF. The course covers the basics of probability and statistics taught through the medium of spreadsheets (Excel). Course topics include graphical and tabular representations of data, numerical summaries of data, basic probability, discrete and continuous probability distributions, sampling distributions, confidence intervals for means and proportions, hypothesis testing for means and proportions, simple linear regression.

The instructor will be solely responsible for lecturing, holding office hours, writing exams, evaluating and grading exams throughout the semester. Instructors will be assigned an undergraduate grader who can assist with grading homework. Class size is typically around 25 to 30 students. The ideal candidate for this position will be a current PhD student or a postdoc in a related field (mathematics, statistics, biostatistics, bioinformatics, etc.) who has a strong familiarity with statistics and the use of Excel.
**Lecturer: Precalculus (Math 108)**

Sections available:

- MWF 2:15 – 3:20 pm
- MWF 3:30 – 4:35 pm
- TR 6:30 – 8:15 pm

This course is taken by students preparing to take Math 109 Calculus and Analytic Geometry 1. Topics include solving equations, polynomial functions, factor and remainder theorems, graphing functions, exponential functions, logarithmic functions, trigonometric functions, and coordinate geometry.

The instructor will be solely responsible for lecturing, holding office hours, writing exams, evaluating and grading exams throughout the semester. Instructors will be assigned an undergraduate grader who can assist with grading homework. Class size is typically around 25 to 30 students. The ideal candidate for this position will be a current PhD student or a postdoc in a related field (mathematics, statistics, biostatistics, bioinformatics, etc.) who has a strong familiarity with mathematics.

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**Information about Teaching Mathematics & Statistics at the University of San Francisco**

- USF is a private Jesuit university ([https://www.usfca.edu](https://www.usfca.edu)).
- USF Department of Mathematics & Statistics website: [https://www.usfca.edu/arts-sciences/undergraduate-programs/mathematics](https://www.usfca.edu/arts-sciences/undergraduate-programs/mathematics)
- Before the semester begins, there will be a mandatory instructor meeting in order to discuss best practices, course guidelines, and course content.
- 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 to find a substitute, 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.