

USF/UCSF Partnership for Undergraduate Mentoring and Teaching (PUMT) Part-Time Teaching Positions in Biology – Fall 2024

The University of San Francisco is seeking part time faculty to teach lab sections of General Biology - Diversity Lab in the fall semester. This course is one semester of the yearlong freshman General Biology series and covers a variety of basic concepts in biology relating to organismal systems such as reproduction, circulation, digestion, etc., along with a survey of kingdoms/domains of life. Students will be in multiple lecture sections taught by full time faculty, students have three lectures and one lab session each week.

The textbook, lab manual, topics to be covered and lab exercises for the course are set. During the mandatory weekly meeting, the next week's activities are discussed and demonstrated. In addition to teaching the lab, instructors are responsible for grading homework and lab reports, and providing minimal assistance with preparing lab materials.

There are a total of seven labs sections, five have already been assigned to returning instructors. There are two lab sections available for fall:

Thursday 02:00 pm-04:50 pm

Thursday 05:00 pm-07:50 pm

There is a weekly mandatory instructor meeting Tuesdays 10:00-11:30am

Compensation per lab section = \$4,370 (no benefits)

Qualifications

For lab instructors, PhDs and graduate students will be considered, teaching experience is not required.

General Information

Dates:

Fall classes start Aug 20 and end Dec 4. There are no classes on Labor Day (Sept 9), during Fall Break (Oct 14-15) and Thanksgiving Recess (Nov 28-29) ([USF academic calendar](#)).

International scholars:

International students/postdocs are advised to contact the [UCSF International Students and Scholars Office](#) (ISSO) 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 the UCSF 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). Please also check with your research mentor or PI to ascertain that they have no objections to you taking on the extra responsibility of teaching.

Questions?

- See next page
- See [FAQ sheet](#)
- 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 **June 27** and continue until positions are filled.

Your application must be named *yourlastname_F24.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 General Biology - Diversity. Please make it clear if you are applying for one or both labs, and what your time preference is.
2. Your CV, with a "Teaching Experience" section, if applicable.
3. 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.)
4. International scholars on a J-1 visa must include 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](#)

- [USF](#) is a private Jesuit university.
- 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 and USF graduate students. Lab instructors are not required to attend lectures.
- Lab activities and course content are set by the Biology Department and cannot be modified. Lab instructors are teaching lab sections on their own and have some flexibility in how material is presented. Mentoring is provided by full time faculty who coordinate the labs.
- Weekly lab instructor meetings are mandatory, *please do not apply for a lab if you will not be able to attend the weekly meeting*. These meetings with the 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 are not required to attend course lectures. The Lab Coordinator will provide information on what the students have been learning in lecture and what topics should be covered in lab introductions.
- 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 Educational Technology Services ([ETS](#)) and can take advantage of a variety of ETS opportunities for training in the use of technology in teaching.