**Instructor Job Description**

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| **Instructor Name** |  |
| **Appointment Period** |  |
| **Course Number and Name** |  |
| **Teaching Mentor**  **Meets with you in the previous quarter to discuss the class and the syllabus and offer guidance about**  **maintaining your workload within the 220 hour limit. Please arrange for your teaching mentor to conduct an in-class observation of your course before the end of the quarter. This evaluation will be placed in your department file.** |  |

**This position consists of the following duties and responsibilities:**

Compute, assign and turn in grades before the given deadlines

Evaluate and grade student work

Hold weekly office hours

Manage and respond to course related correspondence

Prepare and deliver lectures and lead in-class activities

Prepare a course webpage or canvas site

Prepare and/or revise syllabus

Prepare class activities, quizzes, exercises, lab sessions as appropriate

Prepare examinations and assignments

Prepare reading materials and order textbooks

Prepare relevant class handouts

Prepare review materials

Proctor exams

Supervise and meet regularly with teaching assistants as relevant

Other specific duties:

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**Instructor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teaching Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procedures for instructional evaluations: The Director of Advising Services submits all requests to the Office of Educational Assessment for student evaluations of courses taught by instructors and teaching assistants.**

**PhC and PhD instructors are not responsible for collegial evaluations of teaching assistants in their classes. However, you are encouraged to report job performance assessments of individual teaching assistants orally or in writing to your teaching mentor or the chair, as you deem necessary. Instructors must have one collegial evaluation every academic year.**

**If you need additional assistance in grading for your class, please contact the Chair as soon as possible to request a reader/grader to assist you. All first time solo instructors will have access reader/grader assistance as additional support.**

March 2018