

INSTRUCTOR
Full-time, Limited Term, 10 months
DEPARTMENT OF BIOLOGY
DALHOUSIE UNIVERSITY

Applications are invited for a limited term Instructor appointment in the Department of Biology at Dalhousie University. This appointment will be for 10 months, from August 1, 2017 to May 31, 2018.

The Instructor will be responsible for overseeing the laboratory portion of **Biology 2020, Cell Biology**. The position involves the development and teaching of the laboratory component of the course; coordinate class TA's and technicians; general administration including handling of student issues, supervising TA's, submitting grades, invigilating exam and tests, and communicating with students and other faculty.

Candidates should have an advanced degree in biology and previous teaching experience. Candidates must have experience teaching in large undergraduate classes and with online learning management systems. Candidates must have excellent interpersonal skills and be able to effectively work in a team environment. The candidate must have experience with mammalian cell culture.

The successful candidate will report to the Chair of the Department.

Salary will be according to qualifications and experience, as determined by the Collective Agreement between The Board of Governors of Dalhousie University and the Dalhousie Faculty Association. To apply, please submit a CV, statement of teaching philosophy and relevant teaching/academic experience, a completed Self-Identification Questionnaire (available at www.dal.ca/becounted/selfid), and the names and contact information for two referees to:

Chair biochair@dal.ca
Department of Biology
Dalhousie University,
Halifax, NS B3H 4R2
Canada

Deadline for applications: July 10, 2017

A copy of the advertisement and job description can be found on the Biology web page
<http://www.dal.ca/biology.html>

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The University encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community.

Job Description
Instructor, Full Time (100%)
BIOL 2020 (2nd year)

The Instructor reports to the Chair, Department of Biology

Part I Nature and scope:

The primary responsibility of a Laboratory Instructor is to develop, organize and manage laboratory sessions in a manner that encourages scientific inquiry and maximizes learning opportunities for students. The Instructor hired for this position will be responsible for the laboratories associated with **BIOL 2020, Cell Biology**, part of the core curriculum for students in Biology, Marine Biology, Neuroscience, Microbiology and Immunology, Biochemistry, and Medical Sciences. Responsibilities associated with the laboratory include, but are not necessarily limited to:

- 1. Preparation of the laboratory component of the course, including**
 - a) Producing the laboratory manual
 - b) Developing and testing innovative new lab exercises
 - c) Developing the assessments involved for the laboratory exercises
 - d) Collaborating with those responsible for the lecture component to keep the laboratory content current as conceptual and technical advances are made in the subject area
- 2. Supervision and training of teaching assistants (TAs) for BIOL 2020, including**
 - a) Hiring course TAs
 - b) Ensuring that TAs are adequately prepared for laboratory sessions (mastery of conceptual content and techniques)
 - c) Assisting TAs during laboratory sessions where needed
 - d) Provision of marking rubrics for TA-marked exercises
 - e) Evaluation of TA performance
 - f) Provision of pedagogy training of TAs
- 3. Ensuring successful delivery of the laboratory component of the course, including**
 - a) Ensuring the availability of materials and supplies
 - b) Presenting lab introductions to ensure consistency between multiple lab sections
 - c) Coordinating use of facilities and equipment with other lab instructors
- 4. Class administration, including**
 - a) Producing the syllabus
 - b) Acting as the instructional designer for the course website (currently Brightspace)
 - c) Recording and disseminating grades from laboratory and lecture components
 - d) Responding to student queries regarding laboratory exercises, and administrative issues such as scheduling conflicts
 - e) Invigilating tests and examinations

Part II

The Instructor may also contribute to the Department and the University in one or more of the following ways. The extent and distribution of these duties will be determined jointly by the Instructor and the departmental Chair.

1. **Student advising:** Acting as an undergraduate program advisor; keeping current with program/departmental/university changes to regulations
2. **Administrative Duties**
 - a) Serving on departmental or university committees
 - b) Participate in university and class oriented science outreach
3. **Professional Development**
 - a) Maintain current knowledge in the field of cell biology
 - b) Participation in workshops or conferences to stay current with pedagogical advances
 - c) Perform other scholarly or teaching activity as time permits
 - d) Publish peer-reviewed scholarship on pedagogical topics as time permits