

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

Applications are invited for a full-time limited term Instructor appointment in the Department of Biology at Dalhousie University. This will be a 100% FTE appointment for 3 years, beginning July 1, 2017 and ending June 30, 2020.

The Instructor will be responsible for the laboratory component of **BIOL 3050.03 (Developmental Biology)**, offered in the Fall term. This course focuses on both plant and animal development, and knowledge of molecular aspects of developmental biology will be an asset. The position involves development and coordination of the laboratory activities; hiring and supervising teaching assistants; managing tests, exams, course grades and the class website; communication with students and with other teaching faculty; and other course-related duties as required.

The Instructor will be responsible for the laboratory component and class administration of **BIOL 1030.03 (Biology for Engineers)**, offered in the Winter term. The position involves development and coordination of the laboratory activities; hiring and supervising teaching assistants; managing tests, exams, course grades and the class website; communication with students and with other teaching faculty; and other course-related duties as required.

As well, the Instructor will be responsible for the Animal Biology unit lecture component of **BIOL 1011.03 (Principles of Biology II)**, offered in the Winter term, which includes preparing and delivering seven lectures to two sections of the class; communicating with and meeting with students to discuss lecture and exam content; preparing the Animal Biology portion of the final exam; and other duties related to this unit of the class.

The Instructor will also act as an advisor to undergraduate students, serve on departmental committees, and undertake professional development activities. The Instructor will also co-teach a SEASIDE course (MARI 3682: Tropical Marine Biology or BIOL/MARI 3626: Field Studies of Marine Mammals) when enrollment is sufficient.

Candidates should have an advanced degree in Biology and previous laboratory and lecture teaching experience. Candidates must have demonstrated strong teaching ability, good interpersonal skills, and the ability to work as part of a team.

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 teaching dossier (which at a minimum should include a CV, statement of teaching philosophy, and description of relevant teaching/academic experience), a completed Self-Identification Questionnaire (available at www.dal.ca/becounted/selfid), and three letters of reference, forwarded under separate cover by the referees, to:

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

Deadline for applications: May 3, 2017

A copy of the advertisement and job description can be found on the Biology Department website:
<http://www.dal.ca/faculty/science/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%)

The Instructor reports to the Chair, Department of Biology

Part I Nature and scope

The Instructor hired for this position will be responsible for the laboratories associated with BIOL 3050: Developmental Biology and BIOL 1030: Biology for Engineers. The Instructor will also be responsible for the Animal Biology lectures in BIOL 1011: Principles of Biology II (Sections 01 and 02). BIOL 3050 will be offered in the Fall term and BIOL 1030 and BIOL 1011 will be offered in the Winter term. The Instructor will also co-teach a SEASIDE course (MARI 3682: Tropical Marine Biology or BIOL/MARI 3626: Field Studies of Marine Mammals) when enrollment is sufficient.

Responsibilities associated with the laboratories include, but are not necessarily limited to:

- 1. Preparation of the laboratory component of the course, including**
 - a) Producing the course manual/syllabus (or equivalent)
 - b) Developing and testing the lab exercises
 - c) 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 course, 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 answer key or marking guide for TA-marked exercises
 - e) Evaluation of TA performance
- 3. Ensuring successful delivery of the laboratory component of the course, including**
 - a) Ensuring the availability of materials and supplies
 - b) Coordinating use of facilities and equipment with other lab instructors
- 4. Class administration, including**
 - a) Maintaining the class website
 - b) Recording and disseminating grades from laboratory and lecture components of course
 - c) Responding to student queries regarding laboratory exercises, and administrative issues such as scheduling conflicts.

Duties associated with the Animal Biology lectures in BIOL 1011: Principles of Biology II (Sections 01 and 02) include, but are not necessarily limited to: preparing and delivering seven lectures to each section; uploading assigned readings, slides, and study aids to the course website in advance of each lecture; responding to student messages and meeting with students to discuss the lecture content; holding review session in advance of the final examination; preparing the Animal Biology lecture content section of the final examination; helping to supervise the final examination; and meeting with students to review their graded final examinations.

Responsibilities associated with the co-teaching of a SEASIDE course include all aspects of teaching, including lectures, field trips, test preparation, and evaluation of tests and reports.

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 department chair.

- 1. Student advising:** Acting as an undergraduate program advisor; keeping current with program/departmental/university changes to regulations
- 2. Administrative Duties** such as serving on departmental or university committees
- 3. Professional Development**
 - a) Maintain current knowledge in the relevant fields of biology by reviewing books, journals, etc.
 - b) Attend/participate in workshops or conferences to keep in touch with new teaching methods and ideas
 - c) Perform other scholarly or teaching activity as time permits