

**INSTRUCTOR**  
**Full-time, Limited Term**  
**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 3 years, beginning July 1, 2017 to June 30, 2020.

The Instructor will be responsible for overseeing the laboratory and tutorial portion of **Biology 2030, Genetics and Molecular Biology**. The position involves developing, co-ordinating and troubleshooting the laboratory. Other duties will include; supervision of lab set-up and general preparation; marking and recording; supervision of teaching assistants, and communicating with students and other faculty.

Other duties will include advising undergraduate students and serving on department administrative committee  
s as required.

Candidates should have an advanced degree in biology and previous teaching experience. Candidates must also have demonstrated teaching ability, good interpersonal skills, and the ability to work as a team member.

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](http://www.dal.ca/becounted/selfid)), and three letters of reference, forwarded under separate cover by the referees, to:

Chair [biochair@dal.ca](mailto: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 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

**Position:** Instructor, Full-time, Genetics and Molecular Biology (BIOL 2030)  
Biology 2030 is a core class at the second year level with approximately 260 students in each of the Fall and Winter terms. There are multiple laboratory and tutorial sessions.

### Major Responsibilities:

These fall into four areas with ideal time commitments as noted:

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| 1. Instructing which includes teaching, curriculum planning, evaluating, organizing and class administration | 75.0% |
| 2. Academic advising of undergraduates   | 10.0% |
| 3. Administrative responsibilities within the department, faculty and university                             | 10.0% |
| 4. Professional Development  | 5.0%  |

## 1. INSTRUCTING

**A. Teaching.** (Duties carried out during the academic year). The Instructor is responsible for:

- Teaching students the theory, concepts, techniques and skills necessary to complete the laboratory and tutorial component of the course.
- As required, teaching students through lecture the theory and concepts of the course
- Assisting students individually to enhance their understanding of the lecture, laboratory and tutorial material.
- Attending lectures to maintain continuity between the lecture, laboratory and tutorial components of the course.
- Co-ordination and direction of teaching assistants who instruct tutorials and laboratories.

**B. Curriculum Planning.** The Instructor is responsible for:

- Determining the objectives, content and organization of the course in consultation with other course faculty.
- Researching and developing laboratory exercises.
- Designing and preparing tutorial questions in consultation with other course faculty.
- Writing and preparing the course study guide.
- Selecting and providing electronic access to suitable reference material

**C. Grading and Evaluation.** The Instructor is responsible for:

- Grading laboratory reports and tutorial assignments.
- Developing marking keys for reports and assignments to be used by teaching assistants.
- Assisting the course professors with developing examination questions.

**D. Organization.** The Instructor is responsible for:

- Ordering all supplies and equipment used in the laboratory.
- Ensuring, with technical support, that laboratory facilities and laboratory equipment are properly maintained.
- Ensuring laboratory is properly prepared before and after each lab session.
- Preparing directions and instructions for the preparation of chemical solutions to be used in the laboratory.
- Co-ordinating the assistance to be given by a departmental technician in preparing solutions, supplying equipment or washing glassware.
- Ensuring the laboratories conform to university safety standards; ensuring a qualified departmental technician annually inspects these labs; providing appropriate safety information to students.

**E. Class Administration.** The Instructor is responsible for:

- Administrating the course with the University's online teaching portal
- Maintaining electronic records of all marks in Excel.
- Assigning letter grades in consultation with course faculty.
- Invigilating tests and exams.
- Ensuring all handouts and exams are printed.
- Booking lecture and tutorial rooms.
- Ordering and selecting in consultation with other course faculty the textbook.
- Revising calendar and timetables entries.
- Selecting, supervising, training and evaluating graduate and undergraduate teaching assistants.

**2. ACADEMIC ADVISING.** The Instructor is responsible for:

- Advising new, returning and transfer undergraduate students.
- Participating as an advisor during advising week and registration.
- Providing letters of reference for graduate and undergraduate students.

**3. ADMINISTRATION.** The Instructor will:

- Serve on departmental committees and participate in the Committee of the Whole.
- Serve on Faculty and University committees as required.

**4. PROFESSIONAL DEVELOPMENT.** The Instructor will:

- Maintain current knowledge in the field of genetics and molecular biology by reviewing books, journals, etc.
- Attend/participate in workshops or conferences to keep in touch with new teaching methods and ideas.
- Perform scholarly activity as time permits.