



Office of First-Year Programs UNV 101 Teaching Agreement 2016

UNV 101 “Fuels the Flame” of the Student Success goal in our strategic plan. High academic standards that require integrity, ethical behavior and personal responsibility are communicated and reinforced in the classroom. UNV 101 engages students through interactive pedagogy that strengthens students’ knowledge of campus support services, academic skills, critical thinking, team work and communication skills. Students also engage in the student experience through attendance at programming activities that include cultural, fine arts and athletic events.

If you would like to be a UNV 101 instructor who will support students in their transition to NKU using the expectations and strategies mentioned above, we are looking forward to working with you. In order to assign classes, we need you to complete this form, sign it and obtain your supervisor’s signature. If additional supervisory signatures are necessary for your department, you will need to obtain those signatures as well. This form must be returned to the Office of First-Year Programs to be considered for a teaching position.

To teach this course, there are minimum requirements and expectations. This agreement outlines these minimum expectations. What is mentioned here is not a complete list. Additional expectations will be outlined in workshops for and communications sent to faculty.

Teaching UNV 101 is a professional development opportunity provided by both the Office of First-Year Programs and the instructor’s department/supervisor. Each year First-Year Programs will decide, based on need and performance, the faculty for the following year. We encourage supervisors to make the same assessment each year.

Expectations – These are the minimal expectations for UNV 101 faculty. *Meeting these minimum expectations does not guarantee a teaching assignment.*

New Instructors Only

1. Attend the full, two-day UNV 101 New Instructor Workshop, generally held in May.
2. Submit a completed application including a resume/vita and this teaching agreement.
3. Provide official, Master’s degree, transcripts to the Office of First Year Programs. Your transcripts must be mailed directly from the Registrar’s office to the Office of First Year Programs. Hand delivered transcripts will not be accepted.

All Instructors

1. Attend a minimum of two faculty conversation workshops provided during the summer/fall semesters and review the weekly UNV 101 emails.
2. Teach the Required Topics and Required Activities outlined on the Syllabus Template.
3. Address and reinforce all Student Learning Outcomes throughout the semester.
4. Encourage students to complete the UNV 101 pre- and post-assessments required by the Office of First Year Programs.
5. Are prepared and present in every class. **An instructor may have up to 5 guest speakers in their classroom per semester** and must be present in the class. This does not include speakers coordinated by the Office of First-Year Programs, such as Career Week presentations, Campus Rec Challenge, Learning Assistance Center and Library visits.
6. If possible, meet with each student one-on-one during the course of the semester. This is generally best completed around the time of mid-term grade submission.

7. **Arrange and have a trained UNV 101 instructor cover her/his class or provide the students an assignment to complete outside class if s/he is unable to teach class due to a last minute conflict or unforeseeable circumstances. The instructor must contact Jeanne Pettit (x7544 or pettitje@nku.edu) and her/his students immediately.**
8. Arrange for a UNV 101 trained substitute instructor and notify First-Year Programs if s/he knows in advance that s/he will miss class for personal/professional reasons like attending a conference, major life event, etc.
9. **Will not accept a teaching assignment if s/he is actively seeking employment outside the University.** Please be considerate of our students. Changes in instructors during the semester is very disruptive to the students and the learning process.
10. All faculty are expected to complete an end-of-the-semester reflection.

Stipend – Staff who teach UNV 101 are paid an additional monetary stipend to teach the course.

1. This stipend is based on the number of times the instructor has taught UNV 101.
2. Since staff will teach during the work day, all other requirements for the class (class prep, grading, etc.) are expected to occur outside the workday. A stipend is provided to compensate the staff member for this additional time.
3. Since staff members are paid a stipend, additional compensation (such as comp time) is not required.

Teaching Times/Classification – Please list three times you are available to teach UNV 101, in priority order. First-Year Programs will do its best to accommodate one of your preferences.

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|----------|-----------------------------------|
| 1. _____ | Are you employed as (circle one): |
| 2. _____ | Exempt (salary) |
| 3. _____ | Non-Exempt (hourly) |

Instructor Signature:

I have read and understand the expectations outlined for UNV 101 instructors. I agree to abide by these expectations and understand that this is not an exhaustive or complete list.

Print Name	Signature	Date
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Supervisor(s) Signature:

I have read and understand the expectations outlined for UNV 101 instructors and understand that this is not an exhaustive or complete list. Additionally, I approve the request to teach during one of the teaching times listed above.

Print Name	Signature	Date
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Print Name	Signature	Date
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