



Office of First-Year Programs UNV 101 Teaching Agreement 2018

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 through participation in the co-curricular events such as cultural, fine arts and athletic events.

If you would like to be a UNV 101 instructor to support students during their college transition, using the expectations and strategies mentioned above, we are looking forward to working with you. Please complete this teaching agreement, sign it and have your supervisor sign it. 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 before a PAR can be processed to finalize your 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. Any 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. 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 during the academic year 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. Prepare and present in every class. If you invite a guest to speak to you class, you must be present in the class.
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 your class, or provide students an assignment to complete outside class, if you know in advance you will miss class for personal/professional reasons or are unable to teach class**

due to a last minute conflict. Contact Jeanne Pettit (x7544 or pettitje@nku.edu) and your students immediately.

- 8. Do not accept a teaching assignment if you are 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.
- 9. All faculty are expected to complete an end-of-the-semester reflection.**

In-Load (full-time faculty only) – Faculty teaching UNV 101 as an in-load, please indicate the number of sections you will be teaching as an in-load:

_____ section(s) of UNV 101 will be taught as in-load

Stipend (staff and full-time faculty) – Faculty who teach UNV 101 as an overload and 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 faculty/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 instructor for this additional time.
3. Since a stipend is paid, additional compensation (such as comp time) is not required.

Teaching Times/Classification – Please list up to 3 times you are available to teach UNV 101, in priority order. First Year Programs will do its best to accommodate one of your preferences.

1. _____
2. _____
3. _____

Are you employed as (circle one):

Exempt (salary)

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

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 a/the teaching time listed above.

Print Name

Signature

Date

Print Name

Signature

Date