

Guidelines for Department of Chemistry Postdoctoral Faculty Intern Selection and Training

The University of Utah Department of Chemistry is dedicated to offering the best teaching to all of its students. As part of this commitment, we have initiated a program, Postdoctoral Faculty Intern, to mentor and develop the next generation of Chemistry educators. This program allows interns to get hands-on experience in educating undergraduates concomitant with real time guidance from our experienced faculty.

Structure of Intern Selection, Mentorship, and Compensation

- 1) At the beginning of each scholastic year, a list of potential summer course openings will be distributed among the faculty. Faculty will inform their postdoctoral fellows of these openings and interested postdoctoral fellows, with consent from their faculty advisors, can apply.
- 2) The application will include a letter of support to be completed by the faculty advisor. This letter of support should highlight what the qualities of the postdoctoral faculty intern that will commensurate the potential for high pedagogical achievement. In addition, the letter of support will include the agreement from the faculty advisor to provide pedagogical mentorship for the postdoctoral faculty intern. This mentorship shall include, and may not be limited to, a) providing teaching tools (powerpoint slides, lecture scripts, exams, homeworks, discussion worksheets) and b) commitment to attend multiple lectures early in the semester to provide feedback.
- 3) A committee consisting of the Division Chairs will review the applications and make recommendations to the Vice Chair for Academic Affairs who will then appoint the postdoctoral interns.
- 4) When available, the postdoctoral faculty interns may be asked to take pedagogical courses.
- 5) Upon appointment, the postdoctoral faculty intern will sign a teaching contract with the department and will agree to fulfill his/her duties to teach the Summer course in its entirety. In return, the Department will pay the postdoctoral faculty intern (\$8000, subject to change) and provide necessary TAs for the assigned course.
- 6) The postdoctoral faculty intern will be supported by the same administrative assistant as his/her faculty mentor.
- 7) Time commitment for teaching a particular course may vary but should average about 10 hr/week.
- 8) Ultimately, it will be the responsibility of the faculty advisor to ensure the contracted summer course is taught and that the quality of teaching meet the standards of the department. **If there is a problem with the quality of teaching or an emergency arises in the coverage of the course, the faculty advisor is responsible for filling in with teaching until other arrangements can be made. The faculty mentor takes full responsibility to teach the class or pay for a suitable substitute if their postdoctoral intern does not meet the teaching expectations of the department.**
- 9) Postdoctoral fellows who have completed one summer as a faculty interns may reapply in future summers. Previous teaching evaluations will be included in the application and review process.

Postdoctoral Faculty Intern Application

Name _____ Date _____

Signature _____

uID _____

Email address: _____

Course Choices in Rank Order (top choice listed first).

1. _____
2. _____
3. _____

List and describe any teaching experience you have had previously.

How will the experience of being a postdoctoral faculty intern affect your future career goals?

Faculty Advisor:

Name _____ Date _____

It will be the responsibility of the faculty advisor to ensure the contracted summer course is taught and that the quality of teaching meet the standards of the department. **If there is a problem with the quality of teaching or an emergency arises in the coverage of the course, the faculty advisor is responsible for filling in with teaching until other arrangements can be made. The faculty mentor takes full responsibility to teach the class or pay for a suitable substitute if their postdoctoral intern does not meet the teaching expectations of the department.**

I hereby agree to the aforementioned responsibility:

Signature _____

uID _____

Email address: _____

List and describe the mentorship you plan to provide your postdoctoral faculty intern.

For example: a) providing teaching tools (powerpoint slides, lecture scripts, exams, homeworks, discussion worksheets) and b) commitment to attend multiple lectures early in the semester to provide feedback.