

Instructor Training Program at San Francisco State University

The Formal Post-Bac Program and Dental Post-Bac Program, in partnership with Preparing Future Faculty (PFF) at UCSF, selects, trains and hires post-docs (and possibly graduate students) as lecturers for courses offered by these Programs. These courses are mainly 3-semester-unit upper-division Biology lectures, although instructors for a small number of introductory Biology, Chemistry and Physics courses and discussion sections may also be needed on occasion. We especially seek lecturers who wish to establish long-term teaching relationships with our Programs.

ITP Application

The ITP application consists of a 1-2 page Cover Letter, a CV with teaching experience clearly documented and contact information for references. In the Cover Letter, please indicate the content areas that you are most able to teach (for examples, see list of courses on both sides of this page). Copies of Formal Teaching Evaluations, if available, are greatly appreciated. Please submit these materials and complete the online application form, following the instructions on PFF's "Teach a Course at SFSU" web page.

Selection and Training

We use a multi-step selection and training process that ensures that our instructors are well prepared to teach their assigned courses. Applicants of interest are invited for a ~1 hour **interview** with the Program Director (Barry Rothman) and/or the Program Co-Director (Shannon Anderson).



Interviewees of interest are invited to participate in an **informal post-doc teaching community** that is associated with teaching a course, usually *Introductory Biology I* (Bio 230) during the 10-week summer semester. Members of the teaching post-doc community are asked to attend at least one Bio 230 lecture per week, and to discuss the quality of that lecture immediately afterward.

Those that attend regularly will be invited to present a ~30 min **practice lecture** to the Director, Co-Director and teaching post-doc community. Here extensive feedback is provided.

The **lecture is formally presented** to the students enrolled in Bio 230; these students evaluate the guest lecturer.

Guest lecturers with sufficient teaching skills are invited to further develop these skills under the guidance of the Director, Co-Director and post-doc teaching community, and in most cases **invited to teach or co-teach a mini-course and/or a full course** during the following fall or spring semester. Extensive support is provided in the development of the syllabus, lectures, online course resources,

exams and problem sets, including when possible enrollment in the BEST course at UCSF.

In summer 2010 we established a teaching community of 7 post-docs from UCSF and 1 from UC Berkeley. An experienced post-doc instructor from UCSF joined us in late fall, 2010. Of these 9 post-docs, 3 taught courses that summer, 4 taught or co-taught courses the following fall and 4 are teaching or co-teaching courses this spring. One, Shannon Anderson, was also hired as full-time Co-Director of the Formal Post-Bac Program. These hires have taught or co-taught the following courses:

Introductory Biology I and II
Cell Biology
Parasitology
Human Physiology
Molecular Pathophysiology
Cellular Neuroscience
Systems Neuroscience
Pharmacology



<http://online.sfsu.edu/~brothman/>

Hiring at San Francisco State University

We list below part-time and full-time paid positions we are seeking to fill within the Formal Post-Bac Program and Dental Post-Bac Programs. However, in nearly all cases, only applicants that have completed the ITP (see other side of page) are considered for such teaching and administrative positions. The only exceptions are applicants with extensive, well-documented teaching histories. In such a case, please e-mail a 1-2 page Cover Letter, a CV with teaching experience clearly documented, contact information for references and copies of Formal Teaching Evaluations to: FPB.Teaching.SFSU@gmail.com.

Formal Post-Bac Program Co-Director: This is a full-time, non-tenure-track staff position for a post-doc who is clearly committed to an administrative and teaching career rather than a research career. A full array of health benefits is provided.

The successful candidate will demonstrate an ability to work closely with the Director (Barry Rothman) and Co-Director (Shannon Anderson) to oversee a complex academic post-bac pre-health Program that includes evaluating student applications, admitting students to the Program, developing and supervising teaching faculty, scheduling classes, advising students, compiling Committee Letters, evaluating the Program, developing new sub-programs, and developing extramural funding.

Positions to be Filled



Part-Time Lecturers: To teach or co-teach one or more of the following upper-division Biology electives or discussion sections. No health benefits are provided. A record of successfully teaching or co-teaching courses at SFSU may result in long-term, half-time to full-time employment with health benefits. **See column to the right for a list of courses that need to be taught =>**



**SAN FRANCISCO
STATE UNIVERSITY**

Summer, 2011*

Cell Biology: 4 weeks, 1-unit
Human Physiology: 4 weeks, 1-unit
Cell Biology: 8-10 week, 3-units
Genetics: 8-10 week, 3-units
General Biochemistry: 8-10 week, 3-units

**Note: Successful candidates applying to teach a course in summer, 2011, will be interviewed and invited to give one or more guest lectures during this spring 2011 semester.*

Fall, 2011

Cell Biology - 15 week, 3-units
Molecular Pathophysiology - 15 week, 3-units
Cellular Neuroscience - 15 week, 3-units
General Biochemistry: 8-10 week, 3-units
Discussion Sections (various) - 15 week, 1-unit

Spring, 2012

To Be Determined



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