



### Position Description

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| <b>Classification Title:</b>                                    | Lecturer (D80)   |
| <b>Working Title:</b>   | Lecturer   |
| <b>Supervisor's Working Title:</b>                              | Assistant Dean, School of Biology, Chemistry, and Biochemistry   |
| <b>Hours/Shift:</b>   | Per-semester basis   |
| <b>Department:</b>  | Biology  |
| <b>Supervisory Position:</b>                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |
| <b>Employee Category:</b>                                       | Instructional Academic Staff   |
| <b>FLSA Status:</b>   | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt   |
| <b>Date Created/Updated:</b>                                    | March 2022   |
| <b>Position of Trust:</b>                                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)   |
| <b>Position of Trust with Access to Vulnerable Populations:</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

| Position Summary   |            |
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| <p>UW-Stevens Point is establishing a pool of qualified adjunct faculty to teach various courses for students taking Biology courses. The adjunct pool is used to select part-time faculty that most closely meet the department's needs on a course-by-course basis.</p> <p>Instructors are fully responsible for all aspects of their courses. Department courses may be taught in traditional classrooms, laboratory settings, and/or online. Although many courses are taught during regular business hours, evening classes are also an option. The Department of Biology is committed to fostering an intellectually rigorous, equitable, diverse, and inclusive learning environment. This position is on a per-semester basis. Summer teaching may be available.</p> |            |
| Primary Responsibilities:  | %          |
| <p><b>A. Undergraduate Teaching</b></p> <ul style="list-style-type: none"> <li>• Facilitates classroom, online and/or laboratory instruction for one or more courses, including assessment of student performance</li> <li>• Develops instructional design and curriculum relevant to a course of instruction</li> <li>• Serves as an initial point of contact for students as it relates to specific course or series content and expectations</li> </ul>   | <b>100</b> |
| <p><b>B. Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>  |            |

**Qualifications – Knowledge, Skills, and Abilities:**

**Required Knowledge, Skills, and Abilities**

- Earned the minimum of a master's degree in Biology or a related discipline from an accredited college or university

**Preferred Knowledge, Skills, and Abilities**

- Earned doctorate in Biology or a related discipline.
- Experience in collaborative and/or inclusionary settings
- Demonstrated commitment to student success
- Experience and evidence of success with college level instruction

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Frequently lift 1 – 10 pounds
- Occasionally lift 10 – 30 pounds

**Equipment Operated:**

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices, laboratory apparatus (beakers, etc.)

**Working Environment:**

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

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Date