



Student Affairs & Enrollment Management Academic Initiatives & Student Success

Wildcat Academy 2015-2016 Instructor Position Description (LASC 100X)

Position Description

Wildcat Academy is a student success program for incoming Freshmen who place into ENGL 101A. The program offers structured programming and an individually tailored schedule, which includes LASC 100X (Success in Transition: Wildcat Academy), designed to aid students in a successful transition to the University of Arizona. This course aims to help students develop a foundation for a well-rounded college experience, connect students to the University of Arizona, promote engagement within and outside the classroom and communicate university expectations. LASC 100X will be taught by a volunteer staff of professionals from Student Affairs and Enrollment Management & Academic Initiatives and Student Success (SAME/AISS), Academic Affairs, and academic colleges at the University of Arizona who are deeply committed to first-year student success. In Fall 2015, we will offer 12 sections of Wildcat Academy LASC 100X, each co-taught by two instructors. A Wildcat Academy Instructor is a University of Arizona employee that is committed to first-year student success and persistence. Instructors serve as educators, mentors, and ambassadors for student progress and engagement with the UA community.

Benefits of Teaching Wildcat Academy (LASC 100X)

- Influence the success of University of Arizona students.
- Be involved in creating an extraordinary student experience.
- By working with over 20 instructors that represent various campus offices and departments, instructors will have the opportunity to experience a greater connection to the University of Arizona community and expand their network of colleagues.
- Professional development opportunities. Instructors will have the opportunity to illustrate learning strategies, become familiar and support the transitional needs of first-year students, and align their efforts with our Never Settle Strategic Plan.
- It's fun and you will gain experience delivering a comprehensive student success program while forming deep connections with our incoming students.

Position Responsibilities

- Meet regularly with co-instructor to coordinate and plan course components (may vary depending on partnership).
- One of the co-instructors will be the Course Lead. Course Leads are responsible for
 - Entering grades
 - Setting the meetings with the co-instructor
 - Maintaining calendar of the class
- Dedicate approximately 4 hours per week to the course.
- Attend regularly scheduled classes, which will take place once every two weeks.
- Prepare and conduct well-organized presentations, class discussions and activities on various topics.
- Meet with instructor development team once a month.
- Become familiar with the needs of new students.

- Develop rapport with new students.
- Be accessible and willing to assist with informational needs of students.
- Establish consistent grading criteria and communicate/distribute grades in a timely manner.
- Communicate accurate and timely information about academic and other pertinent resources with students.
- Respond appropriately to feedback and evaluations.
- Follow the general syllabus established by the curriculum development committee for Wildcat Academy.
- Abide by all curriculum guidelines such as learning outcomes, out of classroom activities, etc.

Minimum Requirements

- Bachelor's degree or higher
- Master's or making progress towards a Master's for Course Leads
- Status as a full-time employee of UA for Course Leads
- Prior teaching experience is preferred but not required
- FERPA training and certification
- Approval to participate from your supervisor or department chair
- Be available to attend the Teaching Teams Orientation Meeting (week of Aug. 3)

Application Process

- Deadline for submitting applications is May 22, 2015.
- Submit electronic copies of your complete application form, résumé, and cover letter to wildcatacademy@email.arizona.edu
- A committee of administrators, advisors, and SAEM/AISS staff will review applications, schedule information sessions and interviews, and extend invitations to teach in Wildcat Academy by July 3, 2015.

For questions:
 Michelle Ortiz, Ph.D.
 Student Success
 (520) 621-4595
 miortiz@email.arizona.edu

Wildcat Academy Instructor Application

Please submit this application, along with your résumé and a cover letter, to wildcatacademy@email.arizona.edu.

Name _____ Date _____

E-mail address _____

Department _____ Job title _____

Work Address _____ Office Phone _____

I am professionally classified as: _Staff _ Administrator _Faculty

I am eligible and willing to serve as a Course Lead: _Yes _No

Name of supervisor: _____

I support this person's desire to dedicate 4 hour per week to teaching LASC 100X:

_____ (to be signed by supervisor)

Please select your preferred teaching times, if you are not available for that time, please leave it blank.

- | | |
|--|---|
| <input type="checkbox"/> Monday, 9:00 - 9:50am | <input type="checkbox"/> Wednesday, 9:00 - 9:50am |
| <input type="checkbox"/> Monday, 10:00 - 10:50am | <input type="checkbox"/> Wednesday, 10:00 - 10:50am |
| <input type="checkbox"/> Monday, 11:00 – 11:50am | <input type="checkbox"/> Wednesday, 11:00 – 11:50am |
| <input type="checkbox"/> Monday, 5:30 – 6:20pm | <input type="checkbox"/> Wednesday, 5:30 – 6:20pm |

Please list additional times you will be available to meet with the instructor development team for the monthly meetings.

Thursday: _____

Friday: _____

I am able to attend Teaching Teams Orientation Meeting the week of August 3: _ Yes _ No

In your cover letter, please address the following questions:

- What about this opportunity interests you?
- What do you believe you will bring to this teaching role?
- What would be your approach to teaching a success course?
- What opportunities and challenges do you see in teaching with another instructor?

I have read and understand the Wildcat Academy Instructor Information which outlines the responsibilities and expectations of a Wildcat Academy (LASC 100X) Instructor. I am aware of the mandatory Teaching Teams Orientation Meeting and monthly meetings. I have spoken with and received support from my supervisor/department chair to teach Wildcat Academy (LASC 100X).

Signature: _____ Date: _____