
Fall 2024 – Vol 105: FYS 101 & TRNS 201

Instructor Position Description

Instructors serve as facilitators of the FYE-designed curriculum, while infusing their own approach on the facilitation of each weekly lesson. These courses serve as a major component of the New Vol Experience, a continuation to the introduction of the Volunteer experience for UT's new class of first year and transfer students. During Vol 105: First-Year Seminars, our instructors will have the unique opportunity to spend time with a cohort of new students, and provide in-depth support as they transition to UT.

Instructors are invaluable to the success of each section and FYE is dedicated to their development to ensure their success within the classroom.

All interested staff/faculty are required to submit the application, which includes the approval of the direct supervisor. The application only takes a few minutes to complete and can be found [here](#).

Seminar Outcomes

If you have never taught FYS 101 or TRNS 201 at UT before, we encourage you to review the current course outcomes:

- Understand and appreciate one's CliftonStrengths and learn to apply them toward academic, personal, and career success.
- Understand various components of learning science and how to apply them toward academic success.
- Understand and apply appropriate academic success strategies and techniques to foster long-term academic success.
- Understand and apply the various components of well-being.
- Understand the value of relationships and multiple perspectives.
- Understand career competencies, apply, and develop strategies to achieve individualized career goals.
- Understand various financial literacy strategies and apply them toward academic and personal goals.
- Understand available UT-specific resources and opportunities and how to utilize them for academic, personal, and career success.
- Develop and foster relationships with students, faculty, and staff.

Course Details

All sections of FYS 101 are assigned by academic major or designated population. By submitting an application, applicants agree to be assigned based on need. Other logistics include:

- Courses meet either once/weekly for the full semester for 50 mins, or twice/weekly for 7-weeks for 50 mins

- Many sections take place between 8:00-9:00 AM or 2:00-5:00 PM
- Sections capacities range on average between 15-30 students

Instructor Qualifications

All instructors must meet the following qualifications:

- Full-time, Exempt status at UTK
- Master's Degree
- Graduate Teaching Assistant (with the approval of the department)
 - GTAs cannot receive additional payment, so their time spent as an instructor would need to fall within their allotted work hours
 - The appointment must be GTA (not GA)

NOTE: If you're unsure of your "Exempt" status, please talk to your supervisor prior to submitting an application. FYP will be verifying all applicants meet these qualifications.

Instructor Responsibilities and Requirements

All instructors, as part of their role and compensation must consistently complete the following responsibilities and requirements:

- Attend all course meetings (14 sessions)
 - See "Class Cancellation Policy" for additional details
- Communicate weekly with assigned Peer Mentor
- Utilize course Syllabus and Instructor Guide for all sessions
 - This includes deciding what content to use during alternate lesson weeks (details to be provided in syllabus)
 - Options to be provided by FYE and accompanying college/department
- Follow the instructor development policy
 - See "Development Requirements" for additional details
- Consistently utilize Canvas for assignments, grades, and announcements
- Consistently submit grades via Canvas and complete necessary steps to finalize grades at the end of the semester by Registrar deadlines

Fall 2024 Instructor Update:

According to UT policy, all work performed by exempt staff under this agreement must be done outside of your normal work hours. Alternatively, if not done outside of your normal work hours, an equal amount of annual leave must be taken to account for the time that work is performed. The instructor and their supervisor are responsible for appropriately tracking these hours.

Instructor Development: Requirements and Opportunities

To support a consistent and effective experience for Instructors, Peer Mentors, and our new students, an instructor development plan will be included as part of the role requirements and compensation. An overview of the development plan consists of:

Phase 1: Both required

- Instructor Kick-Off (1-hour)
 - April 17th
- Tier 1 Training (**Instructors only need to select one date**)
 - July 15th
 - August 12th

* Tier 1 Training will be a full day training session from 8:30am-4:30pm. Returning instructors will be allowed to participate in an abbreviated version of the schedule.

Phase 2: Instructors only need to select one date

- Tier 2 Training (must attend one session)
 - September 12th
 - September 27th

*Tier 2 Training will be a 2-hour session.

NOTE: While we hope instructors attend all sessions, we recognize that things do come up. If a training conflict does occur, please reach out to Stephanie Caplan- scaplan1@utk.edu as soon as possible.

Compensation

The breakdown of compensation for instructors is as follows:

Completing all responsibilities and requirements of instructor position = **\$1,700**

Completing all instructor development requirements = **\$300**

TOTAL = \$2,000

****Failure to complete the instructor development requirements may result in receiving \$1,700 instead of full amount**

All instructor payments will be dispersed at the end of the November pay period.

Class Cancellation Policy

We understand there may be times throughout the semester where instructors are unable to make it to their class. Instructors may cancel class. In that scenario, we ask they communicate with their section and provide alternative work for that week.

Instructors can cancel no more than two class sessions. If there is a need to cancel more than two, they must contact FYE beforehand to arrange alternative arrangements.

Canceling more than two class sessions may result in:

- Removal of instructor position
- A decrease in compensation received

NOTE: Asking a Peer Mentor or colleague to lead an entire class session, is not acceptable. There should never be anyone else facilitating a class session other than the assigned instructor.

FAQs

What if I miss a training session during Phase 2?

That is okay! FYE will provide alternative development opportunities to ensure all instructors have the opportunity to learn and feel comfortable facilitating each course session/activity. Please note, you may receive a deduction in the instructor stipend if you are unable to participate in all required training sessions.

What if I cannot attend all of the required trainings?

If you already know in advance that you will not be able to meet the instructor development requirements, but you are still interested in teaching a section, please reach out to FYE before submitting an application. Unfortunately, this may prevent applicants from being accepted as an instructor.

Let's have a conversation first! Please feel free to reach out.

What if I cannot commit to all responsibilities and requirements of the instructor role?

While we want any and all qualified and interested applicants to have the opportunity to facilitate a course, we do expect instructors to meet our expectations and follow the requirements. If you do not feel comfortable meeting any of our expectations/requirements, we completely understand and would encourage those individuals not to apply.

Let's have a conversation first! Please feel free to reach out.

If I do not meet all of the qualifications, can I co-instruct with a qualified instructor instead?

Unfortunately, those staff members who do not meet the qualifications, are not allowed to participate in these courses as an instructor. This is to ensure consistency across all sections, including the instructor development process.

Can I be assigned to a specific section that is in line with my professional role on campus?

Absolutely. We encourage it. This will be a question on the application. FYE will do our best to ensure instructors are assigned to a section per their request. If we are unable to meet that preference, FYE will contact the instructor to discuss alternative options.

What if I do not currently feel comfortable facilitating some of the topics that are included in the syllabus (Clifton Strengths, well-being, learning science, etc.)?

That is okay! We don't expect the instructors to be experts, even after they've completed certain development sessions. We can ensure, however, that our development opportunities will be designed to

support instructors so they can effectively facilitate each topic regardless of previous experience in certain topics.

Are instructors required to follow the course syllabus?

Yes. The syllabus has been carefully and intentionally designed to ensure both learning outcomes and goals are being met across all sections. The syllabus does allow for flexible instruction during certain weeks, which gives the instructor the freedom to select other topics to best meet the needs of their section.