

UNIV 101/201

2009 Instructor Agreement Information

We appreciate your interest in becoming part of the dynamic movement to help educate and retain NIU's first-year students. More than 75 instructors taught sections of UNIV 101/201 to over 1,620 students during Fall 2008. Many of these instructors have shared that teaching this course is one of the most rewarding experiences that they have had at NIU. To learn more about the UNIV 101/201 instructor position before applying, please attend one of the following overview sessions:

- ✓ Thursday, April 2, 3:00 p.m.- Holmes Student Center 306
- ✓ Monday, April 6, 3:00 p.m.- Holmes Student Center 306

Contact the Orientation and First-Year Experience office to set up an appointment 753-1535.

Selection Process:

➤ Applicants must:

- Be current or retired members of the NIU faculty, staff, or administration;
- Have completed a master's degree;
- Have prior teaching experience (college or high school);
- Attend the required instructor development workshops and overview (new instructors only);
- Attend a First-Year Connections/UNIV department meeting in August.

➤ Prospective instructors are evaluated on two short-answer questions regarding their interest in the position and their teaching philosophy, as well as their involvement at instructor overview sessions. Consideration of prior instructors will be based on instructor performance as indicated by course evaluations. Instructor availability will be the primary factor in pairing instructors with sections.

➤ All instructor applicants will be notified regarding their application status in mid-April 2009. Applications will be available between February and April 17. Completed applications can be mailed, faxed (753-7480), or returned to First-Year Connections 023 HSC-basement level, DeKalb, IL 60015.

*Classroom teaching assignments will be made as needed and at the discretion of the UNIV coordinators. Instructors may be assigned Teaching Coaches based on level of experience and/or past evaluation results.

Course objectives:

- Introduce students to Northern Illinois University and the baccalaureate experience;
- Explore factors influencing the transition into the university;
- Develop skills to enhance academic success with a focus on student responsibility;
- Familiarize students with the NIU and DeKalb communities;
- Introduce students to NIU policies and procedures;
- Acquaint students with campus facilities and resources;
- Enhance skills in studying, note-taking, test-taking, and time and money management;
- Assist students in understanding university expectations and challenges;
- Increase understanding of learning and thinking processes, including critical thinking;
- Improve oral and written communication skills;
- Develop sensitivity to and appreciation for living in a diverse community;
- Assist students in preparing for a career;
- Encourage student involvement and engagement on campus;
- Provide opportunities for students to develop relationships with students, faculty, and staff.

(Continued on page 2)

2009 Instructor Agreement Information (page 2)

Expectations of UNIV 101/201 instructors:

- UNIV 101/201 instructors are required to teach the entire 12 weeks of the course (16 weeks for CHANCE sections). *No sections are to end prior to the twelfth week ending November 11, 2009. All sections should have a minimum of 900 contact minutes. Also, instructors will need to plan at least 2 office hours each week when students can meet with them.
- Instructors will submit a copy of their course syllabus to the coordinators by **August 7, 2009**. The coordinators reserve the right to request that the syllabus be amended prior instruction. A sample syllabus will be made available. All syllabi must include:
 - Instructor contact information;
 - Course objectives;
 - Required materials;
 - Class policies and procedures (e.g., grading, attendance).
- While course content and activities will vary to some degree from section to section, all course activity must reflect the objectives of UNIV 101/201 and be appropriate for a one credit-hour course. Also, each section of UNIV 101/201 must incorporate the following into its requirements:
 - **E-mail contact with instructors using the NIU student e-mail system;**
 - **An individual conference between the instructor and each student;**
 - **Reflective writing assignments;**
 - **In-class discussion;**
 - **Student participation in campus activities;**
 - **Teaching students how to access and use Blackboard course management tools**
 - *More information about required and suggested course content and activities will be provided at training workshops and department meetings.*
- Instructors will assess student performance using the university's letter grading system. **Peer Instructors are not** to assign or maintain assignment or course grades.
- All sections must use the *NIU Essentials for Success* customized textbook, the *Undergraduate Catalog*, and the *Student Handbook*, and require that students use an academic planner (we recommend the NIU Academic Planner). If an instructor wishes to require additional materials they must first gain approval by the course coordinators.
- Instructors must participate in the course evaluation process. Course and instructor evaluations are completed by students near the end of the course and are carefully reviewed by the UNIV coordinators. Each instructor will receive information about the results of the evaluations for his or her section. This information may be shared with the instructor's supervisor(s) and will be used in making future decisions about involvement with UNIV.
- Instructors must agree to abide by Northern's academic policies and procedures.
- Instructors will keep the course coordinators informed of emergency and critical situations involving UNIV 101/201 students and classroom encounters.
- All instructors agree to read the weekly newsletter and respond to requests in a timely manner.

UNIV 101/201 Fall 2009

Instructional Agreement Form

Please return form by April 17 to First-Year Experience & Orientation,
Holmes Student Center basement, or fax to 753-7480.

Instructor Information

Name: _____ SSN: _____ (Will be kept confidential)
Position title: _____ Department/Office: _____
Office Location: _____ Office Phone: _____ Novell login ID: _____
Highest Degree & Institution: _____ Subject: _____
Previous Teaching Experience: _____

Section Day/Time Preference

Mark in order of preference (i.e., 1, 2, 3) the time slots you are available. Be sure to contact the course coordinators with any special needs you may have. This request does not guarantee a UNIV section.

Classroom location:	_____ MW 9:00-9:50	_____ TTH 9:30-10:45
_____ East (WZ, MC, MB)	_____ MW 10:00-10:50	_____ TTH 11:00-12:15
_____ Central (GH, DU, PM)	_____ MW 11:00-11:50	_____ TTH 12:30-1:45
_____ West (residence halls)	_____ MW 12:00-12:50	_____ TTH 2:00-3:15
	_____ MW 1:00-1:50	_____ TTH 3:30-4:45
_____ Specific room	_____ MW 2:00-2:50	_____ Other: _____
request	_____ MW 3:00-3:50	
	_____ MW 4:00-4:50	

Preferences

Are you interested in team-teaching?
 Yes w/ who _____
 No

Would you like a Peer Instructor?
 Yes No

Would you like to teach in a smart classroom?
 Yes No

***Every attempt will be made to accommodate your preferences, but no guarantees can be made.**

Are you interested in teaching a specialized section?

Yes _____

No

I recommend the following colleague(s) as potential UNIV instructors:

Extra Compensation Information

For Fall 2009, extra compensation will be provided subject to the approval of the instructor’s supervisor(s). In sections with co-instructors, the stipend will be evenly divided. Instructors whose position description includes teaching UNIV will not be eligible to receive extra compensation.

Please indicate below your preference regarding the stipend.

- I wish to accept the extra compensation stipend (\$1,000 single instructor/ \$500 for co-instructing).
- I wish to decline any compensation for teaching UNIV 101.

*Any employee who is paid hourly will need to maintain and submit a record of the days they taught and dates of vacation time used in order for the FYE & Orientation to pay them the equivalent of the \$1000 stipend.

Explanation to Supervisor of Compensation for Time Missed

Please use the lines below to provide a written explanation of how you will make up any time missed while teaching UNIV 101/201 and subject to the availability of funding. Instructors whose position description includes teaching UNIV 101/201 should note that in the space provided. (Please use additional pages if needed)



UNIV 101/201 Teaching Contract Signature

By signing below, I certify that the above information is true and accurate to the best of my knowledge. My signature indicates that I have read and agree to meet the conditions and expectations specified in the Instructor Applicant Information section. I understand that my signature does not guarantee me a UNIV 101/201 section.

Instructor’s Signature Date

Supervisor’s Signature Date

Supervisor’s Title and Department

