



**SLS 1501 First-Year Seminar Adjunct Faculty Job Description**

SLS 1501 Adjunct Faculty have a critical role in the successful transition and academic development of first-year students to the University of Central of Central Florida (UCF) and support the student success initiatives outlined by the SLS 1501 Program.

**Course Description:**

SLS 1501 is a 3-credit hour elective letter grade course designed to assist students in transitioning to the University and collegiate life. The course will help students build a strong academic foundation by developing important academic and study skills. Students will also acquire information towards critical thinking skills and develop knowledge toward career-readiness.

**Adjunct Faculty Requirements per College of Community Innovation and Education (CCIE):**

**Requirements to teach SLS 1501:**

- UCF Employees must be exempt determined by UCF Human Resources. Non-Exempt employees are not eligible to apply for the position.
- Non-UCF Employees (i.e. Valencia or K-12 educators) are eligible to apply; however, must meet the below requirements in section (a), (b), or (c). Contact Lindsay Archambault if you need specific clarification.
- Selected Adjuncts must attend all Faculty Orientations/meetings for the semester assigned to teach.

**Additional Requirements:**

- (a) Applicants must have an academic background or professional experience in higher education. Your resume or curriculum vitae must clearly demonstrate a current or former position where you serve(d) in the capacity of students.
- (b) Master’s degree (or higher) in Educational Leadership, Curriculum and Instruction, Higher Education with an emphasis (in coursework or thesis/dissertation title) in higher education qualifies an instructor of record to teach SLS 1501 by “degree alone.”
- (c) Otherwise, a master’s, specialist, or doctoral degree in any field coupled with a minimum of one year of higher education experience in any of the following areas can also qualify an instructor of record to teach SLS 1501: Student Advising, Housing and Residence Life, Student Academic Support, Career Development, First Year Experience, Student Affairs.
- (d) Full time Doctoral students are eligible to apply; however, applicants must hold an additional assistantship on campus of 10 or 20-hours per week. Doctoral students who are not in CCIE must meet the above requirements in section (a), (b), or (c) to be eligible.

**Compensation:**

Adjunct Faculty earn a stipend amount based on earned degree.

Earned Master’s Degree	\$2,600 (minus taxes)
Earned Doctorate Degree	\$3,250 (minus taxes)

**Classroom Instruction and Support:**

- Facilitate all section meeting times and provide quality instruction to a class of ~25 students in accordance to the standardized student success curriculum developed by the SLS 1501 Program.
  - If a last-minute emergency occurs, Adjunct will notify the SLS1 501 Academic Coordinator immediately. Per CCIE policy: Adjuncts do not have the authority to cancel a class without approval from the Academic Coordinator. Any anticipated dates where the Adjunct may not be in class should be provided in the application and/or discussed prior to the start of the semester.
  - Adjuncts do not have the authority to assign a substitute to cover for class without approval from the SLS 1501 Academic Coordinator.
  - Any change of class meeting location must be discussed with SLS 1501 Academic Coordinator even if the location change is only for one class meeting. Most importantly, in case of an emergency, the SLS 1501 Academic Coordinator and other university officials need to be able to locate you and your students as quickly as possible.
- Administer final exams on the day and time as designated by the official university exam schedule.
- Comfortable using campus and classroom technology including UCF webcourses, and electronic resources that accompany the selected textbook. Problem-solve when technology fails.
- Begin class on time and hold the class at the time and location scheduled.
- Utilize active learning methods and use a variety of instructional strategies designed to assist the learner in meeting the objectives of the course.
- Evaluate student performance and provide critical feedback on all assignments.

### **Course Logistics**

- Hold required office hours for minimum of 2 hours each week and respond to student emails within 24 hours.
- Outside of required course presentations, guest presentations from campus offices must be kept to a minimum. Presentations should be an integral part of the lesson or discussion for that day. **Presentations must be approved by the SLS 1501 Academic Coordinator and listed on your final syllabus.**

In conjunction with SLS 1501 Academic Coordinator:

- Identify students who may be at-risk, demonstrate behavior, and/or other performance issues and connect them to appropriate campus resources. Provide student data by requested deadlines.
- Be prompt and accurate in the recording and reporting of student data including grading of assignments, entering grades in UCF webcourses, attendance, and submitting final grades.

**Teaching Availability:** All sections are UCF Main Campus and face-to-face, and online. You may select any combination of semesters and as many section meeting times you would be available to serve being as flexible as possible. (R) = Thursday

**Note:** Per CCIE requirements, individual sections of SLS 1501 must have an enrollment of 25 students to run for the respective semester. Selected Adjuncts will be updated on enrollment in advance.

**Summer B**

Note: SLS 1501 summer B classes meet Monday - Thursday for one hour and fifty minutes. All SLS 1501 Final Exams and Final Grades must be submitted via MyUCF by the dates indicated on the university calendar.

8:00 AM – 9:50 AM	12:30 PM – 2:20 PM
9:00 AM – 10:50 AM	1:00 PM – 2:50 PM
10:00 AM – 11:50 AM	2:00 PM – 3:50 PM
11:00 AM – 12:50 PM	3:00 PM – 4:50 PM
12:00 PM – 1:50 PM	4:00 PM – 5:50 PM

**Fall:**

Note: SLS 1501 Fall classes meet during regular session 1 term dates. Final Grades must be submitted via MyUCF by the date indicated on the UCF calendar.

<b>MWF (50-minute sections)</b>	<b>MW (75-minute sections)</b>	<b>TR (75-minute sections)</b>
MWF 10:30AM – 11:20AM	MW 4:30PM – 5:45PM	TR 9:00AM – 10:15AM
MWF 11:30AM – 12:20PM		TR 10:30AM – 11:45AM
MWF 2:30PM – 3:20PM		TR 12:00PM – 1:15PM
		TR 1:30PM – 2:45PM
		TR 3:00PM – 4:15PM