

Job Description



Job Title:	MNS/NE Chemistry Instructor
Department:	Chemistry
Reports To:	Undergraduate Laboratory Coordinator (laboratory courses); Associate Chair (lecture courses)
Jobs Reporting:	none
Salary Grade:	USG 9-11
Effective Date:	July 2020

Primary Purpose

The MNS/NE Chemistry Instructor is responsible for organizing and running laboratory-only courses in the MNS and NE programs, e.g, MNS 201L, NE 222L and NE 224L, or other laboratory courses as assigned by the Associate Chair, Undergraduate. The MNS/NE Chemistry Instructor may also be responsible for lecturing one or two Chemistry lecture courses, e.g., Chem 120, 123. This includes organizing and instructing laboratory-only courses, teaching lecture-only courses, developing and writing laboratory experiments and manuals, designing examinations and quizzes and keeping the content and resources current. For lectures that have courses directly associated with laboratories the MNS/NE Chemistry Instructor is responsible for designing experiments that reflect the contents of the relevant course.

Key Accountabilities

Administration of assigned lab instruction, including but not limited to:

- Independently develops the content, organizes and runs laboratory-only courses that are educational, enjoyable, and high quality laboratories for students;
- Organizes and creates assignments, laboratory manuals, midterms and final exams for the laboratory courses assigned to her/him including updates to materials as necessary;
- Responsible for collecting and maintaining laboratory report, , midterms and exam grades; calculates and submits final grades to the Registrar's Office;
- Prepares protocols of laboratory procedures – individual techniques and/or manuals;
- Schedules laboratory and tutorial sections and corrects scheduling problems as they may occur, in coordination with the Chemistry Undergraduate Secretary;
- Develops the content for laboratory-only courses and specific courses that include laboratories;
- Ensures that laboratory experiments reflect the contents of a course that is directly associated with the laboratory;
- Creates new laboratory experiments and updates and improves existing experiments including new online content for laboratories to be delivered online if needed;
- Actively present during all laboratory periods and thus is responsible for the safety of the students and Teaching Assistants (TAs)
- Orders chemicals needed for laboratory experiments and arranges proper disposal of waste;
- Sets out chemicals in appropriate containers and at appropriate locations in the laboratories;
- Purchases and maintains laboratory equipment, including fixing minor equipment problems;
- Replaces chemicals that run out during the weekly experiments;
- Ensures that equipment and chemicals are put away at the conclusion of each experiment;
- Closes each laboratory section upon completion of the laboratory period;
- Available during laboratory periods for answering students' questions;

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- Advises and provides help to students on an individual basis, as needed, and reassigning students who have missed laboratory sections;
- Provides students in distress with first step in emotional counselling for both laboratory-only courses and lecture-only courses; Interacts with and attends workshops organized by Counselling Services to obtain appropriate guideline;
- Serves on the Undergraduate Chemistry Equipment Committee including making recommendations for major equipment purchases and negotiating competitive pricing with equipment vendors.
- Contributes when appropriate, to key committees that affect her/his assigned laboratory courses (including goals and equipment purchases).

Teaches specific lecture-only courses as assigned by the Associate Chair, Undergraduate:

- Plans, creates and teaches specific courses assigned by the Associate Chair, Undergraduate, of the Chemistry Department;
- Independently prepares to deliver the lecture(s) either in the classroom or online;
- Prepares material for associated tutorials;
- Organizes and creates assignments, quizzes, midterms and final exams including make-up exams for the lecture courses assigned;
- Marks assignments, midterms and exams; calculates and submits final grades to the Registrar's Office.

Manages laboratory Teaching Assistants each term, including but not limited to:

- Recruits, interviews, and selects graduate and undergraduate Teaching Assistants (TAs) for their placement in laboratory courses for which the instructor is responsible;
- Meets regularly with the TAs to provide them with direction/instruction/explanation regarding laboratory concepts/objectives and marking;
- Manages and supervises the TAs' weekly activities;
- Mentors both graduate and undergraduate TAs regarding teaching;
- Trains the TAs on the particular safety aspects of the MNS/NE laboratories;
- Ensures that all TAs are trained in regards to concepts with which they may not be fully familiar and that all TAs fully comprehend the equipment and procedures to be used;
- Designs the marking schemes for the TAs to follow;
- Evaluates Teaching Assistant performance at the end of each term;
- Available during lab periods for answering students' questions;
- Provides help to students on an individual basis, as needed, and reassigning students who have missed their laboratory sections;
- Co-ordinates feedback regarding potential problems in the laboratories and tutorials.

Safety Administration:

- Establishes, administers, and enforces safety standards and regulations including WHMIS requirements and UW Safety policies and procedures to ensure a safe laboratory setting for students and TAs;
- Update posted safety procedures including WHMIS, hazardous waste disposal etc. in the laboratories;
- Ensures that the laboratory is kept clean and maintains a safe laboratory environment;
- Tracks and maintains a list of safety training certifications for all lab personnel including Graduate and Undergraduate TAs and students;
- Maintains personal certifications as required by the Safety Office.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

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safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education <ul style="list-style-type: none">• MSc in Chemistry is required, PhD preferred.
Experience <ul style="list-style-type: none">• Two years' teaching experience required in a laboratory and classroom setting. Requires broad knowledge of MNS/NE Chemistry.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Knowledge of chemical handling, safety and emergency procedures is required;• Experience trouble shooting and working with scientific equipment is an asset;• Excellent written and oral communication skill required;• Knowledge of modern tools for online pedagogy is an asset for the successful tenure of this position.

Nature and Scope

- **Contacts:** Provides input into decisions regarding curriculum and course content with the Associate Chair, Undergraduate and she/he will collaborate with the Chemistry Associate Chair, Graduate, by aiding in the selection of graduate TAs and recruitment of undergraduate TAs. Advise and counsel undergraduate students on subjects, such as course selection, scholarship information, research opportunities on campus, co-op opportunities, post-undergraduate education, and any personal issues that a student may disclose.
- **Level of Responsibility:** No direct supervision of other staff. Accountable for the inventory and ordering of all chemicals needed for the laboratories she/he is in charge of and will be in charge of choosing appropriate reagents and chemicals for experiments that can be handled safely by students and Teaching Assistants. Required to create a positive and enriched learning environment for all students, which will promote and cultivate an air of confidence and self-motivation.
- **Decision-Making Authority:** Evaluate student performance through lab reports, quizzes, tests, assignments, and examinations in laboratory and lecture courses and will enforce laboratory rules and protocols and academic regulations, such as those imposed by UW Policy 71. Assigns Teaching Assistants to specific laboratory sections. Provides TA training and direction of the weekly activities, their performance evaluations both midterm and at the end of each term, and via solicitation of feedback on problems encountered and potential problems that may occur in individual experiments. Required to make decisions concerning laboratory experiments, chemicals and equipment. All problems are to be handled with minimal supervision and referred to the supervisor when there is possible danger to students and/or TAs or does not comply with the guidelines defined by the Chemistry Department.
- **Physical and Sensory Demands:** Requires exertion of physical effort resulting in moderate fatigue, strain due to lifting, carrying and/or handling of objects. Requires sensory effort resulting in slight fatigue due to concentrated and attentive use of one or more senses in writing and creating course content.
- **Working Environment:** Unavoidable exposure to dangerous situations and hazardous substances and environments. Unavoidable exposure to dangerous or unpleasant environmental elements such as chemicals. Disruption in lifestyle due to unusual hours: Due to the hazardous nature of chemistry laboratories the Instructor must be present during all laboratory periods. Space, scheduling and other factors may necessitate that Instructors work special schedules including for example, work in the evenings. The Instructor is expected to accomplish her/his duties by arranging hours of work to allow her/him to be present during scheduled laboratory hours. In particular, Instructors are responsible for

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closing each laboratory session. This may mean that the Instructor will have to work more than 7 hours on a given day; should this be necessary the Instructor may reduce the hours worked on another day during the week or may recoup the overtime during a term with a lighter course load.