

Specialist Senior Instructor

Department of Mathematics and Statistics

Description of Position

A. Teaching and teaching-related activities (80%)

1. First and Second Year experience

The SI will take an active part in evaluating and improving the Department's service role within the university and will act as an advocate for mathematics and mathematical learning campus-wide. This includes addressing curriculum matters relating to joint programs; evaluating the role of support practices such as the Mathematics and Statistics Assistance Centres (MSAC), review sessions, problem sessions and tutorial sessions; taking a leadership role in enhancing the first and second year experience (including through looking for concrete ways to improve the retention and success of students in Mathematics courses); and being involved in high school outreach and transition programming where applicable. The SI will be informed on academic integrity issues and take a leadership role on the diverse learning needs of students as they relate to mathematics.

2. Mathematics and Statistics Assistance Centres

The SI will be responsible for the organization and operation of the Mathematics and Statistics Assistance Centres including communications about the Centres (such as through the website). The SI will be expected to evaluate the effectiveness of the MSAC and to report to the Chair. The SI will also make recommendations when needed for changes to the operation and oversee the implementation of these changes. The SI will assist the Department in the hiring, training and mentoring of those Teaching Assistants who work in the MSAC.

3. Supervision and training of Teaching Assistants

The SI will assist the Department in the assignment of Teaching Assistants for all duties such as marking, holding review sessions, problem sessions and tutorials. The SI will assist in developing best practices in, and participate in, the evaluation of Teaching Assistants. The SI will be responsible for development of training programs for Teaching Assistants at all levels in the Department and serve as a Consultant for all departmental Teaching Assistants. Subject to considerations of graduate student funding, the SI will also be responsible for the recruitment and training of graduate students from outside the Department to serve as Teaching Assistants within the Department, particularly where appropriate to support joint programming or service courses for other faculties.

4. Course Teaching

The SI will teach two one-semester courses each academic year. These courses will be assigned by the

Chair of the Department, but will be appropriate to and complement the other duties of the SI.

5. Scholarship of teaching and learning in Mathematics

The SI will be engaged in the study and development of effective teaching and learning of mathematics, both within the Department, across the university and in the broader context of academic environments. This will involve basic research into pedagogical methods and their effectiveness and how such methods may be implemented effectively at UVic. The SI will advise the Department and the University on issues related to curriculum and program development in disciplines with a strong mathematical basis. The SI will undertake appropriate professional development activities commensurate with his/her role and sufficient to maintain currency with best practices in mathematics pedagogy nationally/internationally. As a result, he/she will also be able to serve as an in-house consultant, by request, to colleagues regarding issues such as effective assignment design, testing methods, grading, diagnostic testing and associated subsequent referral, classroom research design methods, the use of innovative technology in teaching, etc.

B. Service (20%)

The SI will serve as a Department representative on

- Departmental curricular committees, as appropriate
- The Learning Commons Oversight Committee
- The LTC Advisory Committee
- The LTC staff meetings
- Other committees related to first and second year experience, as appropriate
- Other departmental and university service, as appropriate