

# UCSD SCHOOL OF BIOLOGICAL SCIENCES

## OVERVIEW OF CLASSROOM TEACHING OPTIONS FOR SALK ADJUNCT FACULTY

### Option 1

**\*Seminar course (XXXX194 co – taught with another Salk Adjunct Faculty member**

**Contact EC Representative to discuss options**

**SIS will schedule and support course; Salk faculty will report plans via Salk Teaching Portal**

### Option 2

**Lecture in established courses (graduate or undergraduate)**

**Contact EC Representative to discuss options**

**Salk faculty will report plans via Salk Teaching Portal, and will be responsible for scheduling guest lectures with faculty member in charge of course**

### Option 3

**Propose a new graduate or undergraduate course**

**Contact EC Representative to discuss options**

**Salk faculty will report plans via Salk Teaching Portal. SIS will schedule & support course. Note: this process can take up to one full year**

Teaching Requirement: Salk Adjunct Faculty are required to teach three 50-minute lectures in BIOLOGY COURSES each year. Non-classroom instruction/mentoring/advising, etc., does not count as classroom teaching. Courses taught for other departments or programs outside Biology are counted towards required classroom teaching requirements only if Biology students are enrolled. A 3-year Teaching Plan must be established and submitted with a new appointment and reappointment files. If you do not have one in place, this can be initiated with your EC Rep (<https://biology.ucsd.edu/education/grad/training-programs/salk-portal.html>). You will be asked to provide an annual update to your teaching plan each year in the spring via the online Salk Teaching Portal.

#### SCHOOL OF BIOLOGICAL SCIENCES KEY CONTACTS

EC - Education Committee / Chair, Jill Leutgeb, [jleutgeb@ucsd.edu](mailto:jleutgeb@ucsd.edu)

Bio AP - Academic Personnel / Kim Graves, Academic Personnel Manager, [kjgraves@ucsd.edu](mailto:kjgraves@ucsd.edu)

SIS - Student & Instructional Services/ Natalie Noles, Director of Academic Degree Program, [nnoles@ucsd.edu](mailto:nnoles@ucsd.edu)

\*XXXX 194 is a 2 unit upper division undergraduate seminar course (e.g. BISP 194) that meets for 1 hr 20 min. per week (~13 hrs total). Co-teaching a XXXX 194 course with another Salk faculty member (each person teaches half) every other year fulfills teaching expectations. A maximum of two faculty may team up to teach one XXXX 194 course. Course may be taught on Salk Campus, or UCSD campus.