
UNIVERSITY OF CALIFORNIA, SANTA CRUZ
Silicon Valley Academic Services Unit
Part-Time Instructor Pool
3175 Bowers Ave., Santa Clara, CA 95054



Teaching at UCSC Silicon Valley Professional Education

[UCSC Silicon Valley Extension](#) is a fully self-supporting, professional and continuing education division of University of California, Santa Cruz providing year-round instruction.

We welcome applications for our pool of qualified, temporary, part-time instructors to teach in-person and remote courses for our Biosciences, Business, Design, Diversity Equity Inclusion, Education, and Technology programs.

Applicants

We seek dynamic part-time instructors with a commitment to professional and continuing education and the ability to lead multiple courses each year. Applications remain in place for one calendar year; those interested in remaining in the pool beyond December 2021 must reapply. The number of these temporary, part-time, non-tenure track, academic positions varies from quarter to quarter, depending on the needs of the department. Appointments are offered on a course-by-course basis, and appointment length is based on course section schedules. Appointments may be renewable based on need, funding, and performance.

General Duties

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge. Please note some of the key general duties of an instructor outlined below.

- Complete mandatory training programs by deadlines established by UC Santa Cruz.
- Complete required administrative tasks in a timely manner including: updating and submitting syllabi using approved syllabus template; signing quarter contract(s); communicating required texts and materials; communicating classroom technology and support needs.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course materials (may be based upon programmatic and/or student feedback).
- Prepare and deliver course materials and design learning assessments.
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning.
- Stay current within the subject, discipline or field of practice.
- Utilize the Canvas learning management system as the course support platform.
- Communicate teaching objectives and specific learning outcomes to students, and clearly outline/explain the grading policies for the course.
- Respond to student questions and learning needs in a timely manner (within 48 hours).
- Employ culturally competent and inclusive teaching methodologies in the classroom (including teaching non-native speakers and/or students with academic letters of accommodations for learning disabilities).
- Evaluate student achievement of specific learning outcomes and assign grades via the Canvas Gradebook.
- Submit final student grades in a timely manner no later than two weeks after the course end date.
- Communicate with Program Manager and Program Representatives in a timely manner.
- Once a UCSC account is assigned, it is mandatory to use the UCSC email for all communications with staff and students.
- Monitor UCSC email address for time-sensitive emails sent by the Program Manager or Student Services.

Academic Title

Part-time Contract Instructor

Salary

Compensation is based on 25% of the course enrollment fee or a minimum rate of \$450 per unit, whichever is greater.

Basic Qualifications

- An advanced degree at the time of application
- Teaching/tutoring experience for college-level students

Preferred Qualifications

- 4 or more years of professional and/or academic experience.
- Experience teaching remote and/or developing academic content for remote courses.
- Teaching/tutoring experience for college-level students
- Effective organizational skills with attention to detail.
- Effective verbal/written communication and presentation skills.
- Ability to convey conceptual and complex ideas and information.
- Proficiency in (or willingness to learn) instructional and other technology: Learning Management Systems (Canvas, Angel, Blackboard, Moodle, EdX, etc.); Microsoft Office Suite (Word, PowerPoint, Excel, etc.); Google Home and Office tools (docs, sheets, slides, etc.); online file sharing (e.g., Google drive, Box, Dropbox, etc.); Online tele/video conferencing tools (e.g., Zoom, Google Hangouts, Skype, Adobe Connect, etc.); online shared calendars (e.g., Google calendar, Outlook, etc.).

Teaching Experience and Availability

In your [Instructor Inquiry Form](#), indicate whether you have experience and availability for the following:

- Classroom Teaching Experience
- Classroom Teaching Availability (once teaching resumes on-site in the Santa Clara Area)
- Remote Teaching Experience
- Remote Teaching Availability

Position Available

Instructors are hired on a quarterly contract basis.

Appointments are contingent on the hiring unit's instructional need and the availability of funding.

Application Requirements

Please complete the Instructor Inquiry Form. All documents and materials must be submitted as PDFs.

Documents/Materials

- [UCSC Extension - Instructor Inquiry Form](#)
- Instructor Start-up Form (provided after interview)
- Letter of application that briefly summarizes your qualifications and interest in the position (optional)
- Resume/Curriculum vitae (required)
- Three letters of recommendation (asked for after the interview)

Recruitment Period

Applications for this recruitment will be accepted through TBA.

The University of California is an Equal Opportunity/Affirmative Action Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to the Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064 or by phone at (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check (see <https://www.uscis.gov/e-verify>). The university sponsors employment-based visas for nonresidents who are offered academic appointments at UC Santa Cruz (see <https://apo.ucsc.edu/policy/capm/102.530.html>).

UCSC is a smoke- and tobacco-free campus.

If you need accommodation due to a disability, please contact Student Services at (408) 861-3784.

UCSC is committed to addressing the spousal and partner employment needs of our candidates and employees. As part of this commitment, our institution is a member of the Northern California Higher Education Recruitment Consortium (NorCal HERC). Visit the NorCal HERC website at <https://www.hercjobs.org/regions/higher-ed-careers-northern-california/> to search for open positions within a commutable distance of our institution.

The University of California offers a competitive benefits package and a number of programs to support employee work/life balance. For information about employee benefits please visit <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

VISIT THE UCSC SILICON VALLEY EXTENSION WEB SITE
<https://www.ucsc-extension.edu/>