The University of Colorado Denver seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

The School of Public Affairs (SPA) has an opening for a part-time Lecturer & Teaching Effectiveness Liaison. This is a twelve-month administrative faculty position for a current regular faculty member in good standing within the School of Public Affairs at CU Denver.

As Colorado’s public urban research university, the University of Colorado Denver educates a diverse student body through quality academics, ambitious research, creative work, and civic engagement in the city we call home. CU Denver graduates gain the powerful combination of immersive classroom and real-world experience that are in demand today. The city benefits from well-educated, top talent and a new generation of knowledge that fuels the future of Denver and our region. We are CU in the City.

CU Denver offers more than 100 degree programs, from the bachelor’s to the doctoral level, in the heart of downtown. Here, more than 15,000 students pursue academic programs that range from global energy management to music industry studies to criminal justice. As part of the state’s largest public university system, CU Denver is a major contributor to the Colorado economy, with nearly 2,500 employees and annual economic impact of $800 million. Read CU Denver Quick Facts here.

SPA is one of the only comprehensive School of Public Affairs in the Rocky Mountain region. Degrees granted include the Ph.D. in Public Affairs, the Master of Criminal Justice, the Master of Public Administration, the Master of Public Policy, the B.A in Criminal Justice, and the B.A. in Public Service.

Job Responsibilities

The Lecturer and Teaching Effectiveness Liaison responsibilities fall into four primary categories; communications, coordination, direct support & teaching effectiveness. The position will report to the Dean.

Lecturer Coordination & Effectiveness

Communications in this position includes communicating with:

- Lecturers
  - Welcoming the lecturers at the beginning and end of each semester
  - Ensuring lecturers are receiving timely relevant information throughout the semester
  - Serving as the liaison for the lecturers with the SPA and university at-large communities
- Program directors
- Student advisors
- HR staff
- Course scheduler
• Students

Coordination in this position includes coordinating with:

• Lecturer applicants to inform of application process and of timing for onboarding and course deliverables
• SPA staff around issues of HR, onboarding, payroll, access and employee profiles
• SPA staff and program directors in ongoing updating and maintenance of lecturer information (including master spread sheet of all current lecturers and email lists of lecturers created each semester – e.g. Fall ’22 lecturers)
• SPA IT professional to troubleshoot lecturer IT issues
• Program directors about which Lecturers are available, what their teaching results have been, and which Lecturers might be a good “fit” for a given class. This will require reviewing FCQ results.
• Attending course scheduling sessions (at the invitation of the program directors)
  ○ Program Directors meet, and map out classes for three semesters out – and confer on who will teach what class, etc.
• Students if there have been issues with a class taught by a Lecturer
  ○ Lecturer Liaison will apprise the program director (and as needed student advisors &/or SPA HR) of such situations before taking action
• The Lecturers themselves vis-a-vis all of the above

Direct support to Lecturers includes:

• Assisting with navigating the HR onboarding process
• Serving as a resource for lecturers on general questions of course design and syllabus development, communicating with students, classroom management, using Canvas, university and school policies, and resources available to lecturers at the university
• Providing teaching resources (including Magna publications on teaching that each new Lecturer receives)
  ▪ Sustain the stipend we have had for lecturers who have taken the OSM class for teaching online. (That class is under revision right now; however, it is projected to back in action in the spring 2023 under a different name.)
• Syllabus, course content, Canvas course construction
  ▪ Provide syllabus template and examples to lecturers
  ▪ Explain importance of learning objectives and (accreditation-based) competencies
  ▪ Review each lecturer’s syllabus every semester and provide guidance and comments. Further, it is advised that program directors review syllabi as they can, particularly for new lecturers and/or a lecturer teaching a class for the first time.
  ▪ Inform lecturers of university reporting requirements such as early alerts, mid-semester reports, and final grades
  ▪ Provide direction to Canvas resources including workshops, classes, and the Canvas guides embedded in the Canvas LMS.
• Information and referral to other SPA and UC Denver teaching resources
  ▪ Ensure lecturers are receiving CU Denver-wide resource alerts
• Assist course coordinator with ensuring required tasks and deadlines are communicated to Lecturers in clear, friendly language. These deadlines include syllabus submission, textbook order submission, canvas shell publishing, and final grade submission.
• Serve as a mentor to the PhD Teaching & Learning cohort each year
• Assist lecturers with course corrections and improvements as needed
• In the event of emergency, stepping in with input from the Program Director to ensure courses are covered should a Lecturer need to step down from a course unexpectedly.
• Periodic observation of lecturers’ classroom (or Canvas), in coordination with program directors
• Overseeing best lecturer award program

Other duties as may be assigned

Teaching Effectiveness Responsibilities
1. Connect instructors to best practice teaching resources
2. Help troubleshoot Canvas technical/pedagogical issues
3. Facilitate one workshop in teaching innovations per semester (fall & Spring)
4. Maintain Canvas Teaching Resource Site as a resource for all instructors

Minimum Qualifications:
• Candidates must be a regular faculty member in good standing in the CU Denver School of Public Affairs.
• Candidates must have completed a Ph.D. in Criminal Justice, Criminology, or Sociology with a strong criminology emphasis.

Required: Applicants must meet minimum qualifications at the time of hire

Preferred Qualifications:
• Candidates should have demonstrated teaching ability.
• Candidate should have experience mentoring and working with students.
• Demonstrated success in directing educational programs with an outstanding record of teaching and mentoring.
• A proven record of successful administrative leadership in a university setting.
• Experience in working with school & campus leaders and programs to achieve the educational and research missions of the school and campus.
• Experience with cultivating collaborative relationships with university administrators, faculty, staff, students, and alumni.
• Experience with the creation of partnerships both within and outside the school and university.

Competencies:
- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Salary and Benefits:

The contract salary for this position has been established $14,000 to be paid as a 12 month administrative contract effective ending August 14, 2023 and will be prorated based upon the start date.
This position may be eligible for up to a two course off-load each academic year and will be discussed with the Dean at the time of offer.

The above salary rate represents the University’s good faith and reasonable estimate of the rate at the time of posting.

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

Benefits: https://www.cu.edu/employee-services/benefits.
Total Compensation Calculator: http://www.cu.edu/node/153125

Diversity and Equity:

Please contact hr.adacoordinator@ucdenver.edu for information on disability accommodations.

The University of Colorado Denver is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

The University of Colorado Denver is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Application Materials Instructions:

Application Deadline: Monday, December 12th

Special Instructions to Applicants:

When applying applications must include: 1) Resume or Curriculum Vitae 2) Letter of interest including statement of research, teaching, and service goals and achievements. 3) Names and contact information for three references. The first stage of selection will be based on applicants’ resumes/CVs and letters of interest. The search committee will begin reviewing applications and continue until the position is filled.

Questions regarding the application process should be addressed to SPA.HR@ucdenver.edu.

Questions should be directed to: Chris.Smith@ucdenver.edu SPA Faculty Affairs Administrator