Conditions of Appointment for
UK 101/UK 201 Academic Orientation Course Instructor

If you are appointed as a UK 101 or UK 201 instructor, the following paperwork is needed:

- **New and returning instructors:***
  1. Return this signed form to Terri Runyon ([terri.runyon@uky.edu](mailto:terri.runyon@uky.edu)), Undergraduate Education, 230 McVey Hall, Speed Sort 0045, **two weeks prior to the first day of classes**.
  2. Submit your syllabus to Debbie Calvert ([debbie.calvert@uky.edu](mailto:debbie.calvert@uky.edu)) by the **first day of classes**.

- **New instructors only:** Send an original transcript of your highest degree attained and your current resume/CV to Terri Runyon, Undergraduate Education, 230 McVey Hall, Speed Sort 0045, at least **two weeks prior to the first day of classes**.

**Training and Teaching Expectations**

- Attend UK 101/UK 201 Instructor Workshops (a 2-hour workshop in April for new and returning instructors and an additional 2-day workshop in May for new instructors).
- Include all core curriculum topics and assignments in your syllabus.
- Supervise an assigned peer instructor (at least one contact per week in addition to class); for more information on peer instructor qualifications see uky.edu/UK101.
- Provide contact information to your students; communicate your availability and encourage your students to contact you for assistance.
- Get to know your students and refer them to appropriate campus resources when needed.
- In case of emergency or planned absence, make arrangements for a substitute instructor.
- Grade assignments in a timely manner; submit mid-term and final grades online by the University deadlines.
- Participate in the evaluation process of the UK101 or 201 course.
- Commit time for teaching (two 50-minute sessions per week); meeting with your peer instructor (1 hour per week); and preparing for class and grading (approximately 2 hours per week; varies if new or returning instructor).

**Compensation**

UK101/UK 201 instructors will be paid via overload (or through other means arranged by Undergraduate Education) during the semester they teach.

**Statement of Understanding**

*I accept the UK 101/UK 201 instructor position, including all of the responsibilities described above. If circumstances arise that prohibit my following through on this agreement, I will give written notice to Becky Jordan ([rjordan@uky.edu](mailto:rjordan@uky.edu)) as soon as possible so that a replacement can be found. I understand that this teaching appointment is conditional upon enough students enrolling in my section. If too few students enroll, I understand that my section of the course may be cancelled prior to the beginning of the semester. If I am a current staff employee of the University, I have secured my supervisor's approval to teach this course.*

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**Semester and Year**

*Return signed form to Undergraduate Education, 230 McVey Hall, Speed Sort 0045, two weeks prior to first day of classes.*