UCSD Division of Biological Sciences
Overview of Classroom Teaching Options for Salk Adjunct Faculty

**Option 1**

*Seminar course (XXXX 194/28X)*
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

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**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 requirement only if Biology students are enrolled. A 3 year Teaching Plan must be established and submitted with new appointment and reappointment files. If you do not have one in place, this can be initiated with your EC Rep [here](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.

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* XXXX 194/28X is a 2 unit upper division undergraduate seminar course (e.g. BISP 194) or graduate seminar course (e.g. BGGN 285) that meets for 1 hr 20 min. per week (~13 hrs total). Co-teaching a XXXX 194/28X 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 194/28X course. Course may be taught on Salk Campus, or UCSD campus.

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**DIVISION OF BIOLOGICAL SCIENCES KEY CONTACTS**

**EC** = Division of Biological Sciences Education Committee/Jim Wilhelm, Chair, jwilhelm@ucsd.edu / (858) 534-9541

**Bio AP** = Academic Personnel / Laura Ta, Manager, lta@ucsd.edu / (858) 534-6387

**SIS** = Student & Instructional Services/ Dana Brehm, Director, dbrehm@ucsd.edu / (858) 534-5394