

FAQs re Arts First Definite Term Lectureships

1. Am I eligible to apply?

a. I don't have a PhD in hand:

The job ad calls for applications “from candidates with PhDs.” If you are in a PhD program but haven't yet completed your requirements, let us know where you are at. Ideally we would like to see a date for your defence that is before the appointment date (August 1) and have your thesis director or supervisor can attest to that date in their letter of reference or in an email to Dr. Acheson (koa@uwaterloo.ca). If you are not at that point, please know that we will look at every application, but you may be at a disadvantage relative to other candidates. At the same time, you may have strengths and experiences to bring that we should see, so on balance – take the chance, and apply.

In creative disciplines it is conventional to require a Master's degree, as PhDs are not common. In our list of departments we include Fine Arts. Our Fine Arts faculty offers degrees in studio arts and in visual culture, in which faculty usually have PhDs; therefore, a PhD is a suitable qualification. If you are in doubt, please review the department's profile (<https://uwaterloo.ca/arts/departments>) and/or reach out to Dr. Acheson (koa@uwaterloo.ca).

b. The discipline of my education isn't represented in the list of departments in the ad:

Successful candidates will be appointed to one of these departments in the Faculty of Arts at the University of Waterloo: Sociology and Legal Studies, Communication Arts, Anthropology, Classical Studies, Philosophy, Fine Arts, Spanish and Latin American Studies, German and Slavic Studies, French Studies, Religious Studies and the Stratford School of Interaction Design and Business. If your education and research is in a different discipline that *might* be covered in one of those listed, look them up here to get a sense of their research and teaching areas:
<https://uwaterloo.ca/arts/departments>.

Please be aware that we will not be appointing in Economics, English Language and Literature, History, Political Science, and Psychology as they already have Arts First DTLs.

c. I am not Black, Indigenous, or racialized:

The application process is open to all candidates; if you think this is a job for you, you should apply. We will consider all candidates on their merits, including their demonstrated commitment to equitable, anti-racist, and inclusive pedagogical practices. The intention of the language of the ad is to give us a rich and diverse pool of applicants to interview, and to ensure that we are able to interview candidates who can strengthen

the already-robust expression of the values of Arts First, its teaching community, and its student body. Those values are reflected in the ad and in the Arts First website (<https://uwaterloo.ca/arts-first/>), where you can find past course outlines and other information.

2. What should I submit for “evidence of teaching effectiveness”?

As people at different career stages and from different institutional and disciplinary backgrounds may have diverse ways of showing their experience, outlook, and accomplishments as teachers. You may provide us with whatever you think is best. Typically, this might include any or all of a peer evaluation, summary of student perceptions, a statement of teaching philosophy or approach, course outlines, model assignments, and so on. There are some quite explicit statements about the kind of teaching we value most in the job ad that might be helpful.

3. Can you tell me about the presentation at the interview?

The presentation is an example of your teaching that would be suitable for Arts 130 or 140. It is also an opportunity to highlight how you foreground equitable, anti-racist, and inclusive teaching practices.

You may wish to begin with a brief preface that explains what the course topic is, what preparation students have done for the class, and what your objectives for the lesson are. After that, you could deliver the lesson, interacting with the audience as if they are students and engaging them in hands-on activities as you wish. You should aim for 45 minutes for your introduction and the lesson itself. In the remaining 15 minutes, you will be asked questions by the audience. The audience will be comprised of the committee members for your interview, departmental representatives, and students.

A reminder that these courses are designed to develop foundational competencies for first-year students that will support student academic success at UWaterloo and beyond. Our incoming students are outstanding, having met the most stringent entrance requirements for a Faculty of Arts in Ontario, but they are inexperienced. The classes are small (capped at 25 students) and we encourage student-centred and practice-based learning.

4. Are the titles of the courses on the website (<https://uwaterloo.ca/arts-first/>) the titles we have to use?

Not at all. In fact, each section of Arts 130 or Arts 140 is titled and designed by the instructor. As DTLs, you can teach more than one section with the same title, but only you can teach sections with that title. To give you an example, if I (K. Acheson) were an Arts First DTL, I might propose teaching three sections of Arts 130 entitled “The History and Future of the Book,” and two sections of Arts 140 entitled “Visible Lies.” In addition, I would be able to teach two courses in my home department. We will be encouraging the people we hire to develop courses around themes related to their specific research/creative work or areas of interest.

5. When will I hear the results of the competition?

We anticipate interviewing from the end of May to the middle of June, and we will begin to make offers as soon as we can – likely in early July. Typically, there is some negotiation after an offer is made, and sometimes offers are not accepted by the candidate (because they have another job offer, for instance, or they have conditions that can't be met). If an offer is rejected by one candidate, we will make an offer to another candidate. If you don't hear from us by the end of August, it is unlikely – but not impossible – that you will receive an offer. We will not be sending out formal letters letting candidates know they have not been selected until after all the appointments have been made, and likely not before September.

6. How will my teaching be distributed in the year?

Because of its co-op programming (<https://uwaterloo.ca/co-operative-education/>) the University of Waterloo is open and teaching year-round. That means that we have a full Spring term that runs from early May until early August.

DTLs are entitled to have one term free of teaching every six terms (you are paid for and retain benefits and access in all terms, including those in which you do not teach). Your teaching load is likely to look something like this:

Fall 2021: 3 Arts First courses

Winter 2022: 2 Arts First courses + 1 departmental course

Spring 2022: 2 departmental courses

Fall 2022: 2 Arts First courses + 1 departmental course

Winter 2023: 2 Arts First courses + 1 departmental course

Spring 2023: no teaching

If your appointment begins on August 1, 2021, you will be paid for the period from that date until July 31, 2024, unless for some reason the contract is abbreviated.

7. What service and administrative duties would an Arts First DTL engage in?

20% of your responsibility as an Arts First DTL is service. You and your department Chair will work out what that service will be. Service to the department, faculty, or University can be sitting on a committee, organizing events, or participating in the development and advancement of the Arts First program. Some of your service will be at the discretion of your department chair and dependent on your department's needs. You will have other service opportunities as an Arts First lecturer to participate in teaching workshops, Arts first year recruitment events, and the development of teaching and assessment resources for the program. Each year, full-time faculty in DTL positions participate in a performance review process. For DTLs, this means that their teaching record for the year and their service record for the year are assessed by your designated department's chair. Performance review plays a role in determining your annual raise and suitability for re-appointment and/or consideration for conversion to continuing lecturer status.

8. Will my three-year contract be renewed or extended?

We are not able to make that commit to extending contracts at this time. Such extensions, if

available, will depend on the Faculty's continued need, solid performance, and the consensus of both the Arts First leadership and the department in which you are appointed. See Section 3A of UWaterloo's Policy 76 for further information (<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-76>).

9. What will the scheduling of my courses look like?

Covid and our Campus: We have been working and teaching remotely, with very few exceptions, since mid-March, 2020. The University is presently planning to have some in-person classes in Fall 2021, and that is likely to include some sections of Arts 130 and Arts 140. At the same time, we have many students who will not be able to come to campus, and some sections of Arts First courses will be offered remotely. You will be able to express your preferences and participate in the decision-making about the delivery of your sections.

Arts First sections are typically either three 50-minute meetings a week or two 80-minute meetings a week for the twelve-week term. One 170-minute meeting a week (usually in the evening) is also possible, although most instructors of Arts First prefer to meet more frequently with students. Your classes will only be scheduled back-to-back if you consent to this. Your teaching week will normally include one day when you don't have classes, unless you prefer otherwise.

At UWaterloo we start the Fall term on the Thursday after Labour Day, and have twelve weeks of classes (there is a two-day break in the Fall, just after Thanksgiving; more information on the academic calendar can be found here: <https://uwaterloo.ca/registrar/important-dates>). Arts First sections will not normally have exams, although there may be grading to do after the last class that would take you to mid-December. We start back in the first week of January, and the Winter teaching term typically goes to the beginning of April. There is a one-week break in October that begins with Thanksgiving, and another in February that begins on Family Day. The Spring term starts in early May and is normally finished at the beginning of August. The University is closed between Christmas and New Year's.

10. Can I team teach in Arts First courses?

Certainly this is possible. If you were to team teach with another instructor, however, we would consider that to be equal to half a course from your seven-course load.

11. Is there any budget for bringing in speakers or subsidizing field trips or activities for Arts First courses?

There is a modest budget that can help with these sorts of activities. The Arts First Director and Associate Director will give you more information if you are appointed.

12. Are there pedagogical resources and training for Arts First instructors?

Yes, there are pedagogical resources and workshops for Arts First instructors. Some of these are already on the website (<https://uwaterloo.ca/arts-first/faculty/pedagogical-support>) and more will come. The Centre for Teaching Excellence is and will remain a resource for the program

(<https://uwaterloo.ca/centre-for-teaching-excellence/>). Arts First has been assigned two teaching fellows for 2018-2019 who will provide additional resources to support effective teaching in these courses.