Job Description: Drama 101 Lecturer

Predoc Lecturer Job Description

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Drama 101, Lecturer</th>
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<td>Curricular Purpose</td>
<td>Drama 101 lecturer teaches non-major students who are interested in theatre and performance but do not necessarily have prior experience with the art form. Drama 101 also counts as a VLPA course.</td>
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**COURSE OPERATIONS**

- Prepare and conduct all lectures
- Prepare overheads and/or powerpoints and handout materials as needed
- Obtain keys to media equipment and attend an orientation, if needed, with classroom services
- Request or acquire necessary equipment and/or AV materials for lectures
- Orient guest lecturers; attend all guest lectures
- Facilitate discussions in lecture, as appropriate
- Prepare review materials for exams
- Proctor all exams, with TAs
- Attend all performances students are required to see

**COURSE MATERIALS**

- Review literature
- Order textbooks
- Prepare course syllabus, including grading scale, course policies and course progression
- Identify key concepts and vocabulary for which students will be held accountable
- Compose all assignments, including paper prompts and projects, with grading rubrics
- Prepare exams (write questions; compile and edit questions generated by TAs)
- Maintain course sharespace on Catalyst

**TAs and STUDENTS**

- Hold regular office hours
- Manage and respond to course-related e-mail
- Schedule regular meetings with TAs, once a week or as appropriate
- Review and/or establish with TAs, key vocabulary and concepts for the course
- Share course assignments, exams and rubrics with TAs in a timely manner to facilitate section work

**Drama 101 Lecturer**
### Assigned Course
Drama 101 lecture sections

### Faculty member or supervisor to whom the ASE will report
Scott Magelssen

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### SCHOOL OF DRAMA TEACHING ASSISTANTS

#### EVALUATION CRITERIA

During your appointment as a teaching assistant, you will be evaluated by the TA evaluator. This evaluation will be placed in your employee file - not your student file. You will receive a copy, and will have an opportunity to comment on the evaluation. It will then go to the Administrative office for processing. This processing includes a confirmation to the Graduate School that the evaluation has been done, but no copy of the actual evaluation will be forwarded to them.

If the evaluator concludes that the TA is not meeting departmental criteria for teaching competence, then s/he will work with the TA to determine a specific, written plan for addressing the TA's teaching difficulties.

A TA should feel free at any time to give input to the observation process. Any appeal, should one feel the need to appeal the outcome of any decision based on the observation, should follow procedures outlined in Executive Order 28. This appeal would begin with contacting the Executive Director of the School.

*Criteria to be used in the evaluation will include at least the following:*

**Preparedness**
- effective use of class time
- organization of material
- punctuality

**Communication**
- engaging full class
- clear direction on assignments
- articulation
- listening

**Responsibilities to students**
- office hours
- assignments returned in a timely manner
- teaching from the syllabus
- consistent grading
- understanding/enforcing University policy

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### Procedures used for evaluation (if any)

#### Course meeting times and location
MWF 12:30-1:20, room changes every quarter, check time schedule

### The maximum number of students for which the ASE will be responsible
Approximately 144

### Office hours (if applicable)
TBA by TA
Training programs (if applicable) | Center for Teaching and Learning, TA training for new TAs, Sept 21-22, 2015
---|---
Work location | See time schedule. Office in Hutchinson Hall, room 301

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