DEPARTMENT OF MATHEMATICS
College of Letters and Science

9 courses per year = 100% for the year

1 PIC course = 1.5 course per quarter

For appointees employed for the full academic year (3 quarters), participation in course planning and advising = 1 course per quarter

Participation in graduate programs, dissertation committees and research seminars = 0.5 course per quarter

Direction of pre-calculus program, supervision of pre-calculus teaching assistants, and lower-division student advising over 3 quarters = 2.5 courses per year

Facilitate, monitor, and coordinate the courses Math 31ABC, and Math 2 where appropriate, including responsibility for the syllabi and textbooks for Math 3ABC, Math 31AB, and Math 2. Responsible for the basic organization of the courses. Provide appropriate materials on the web for those courses. Provide handouts for topics that are not covered sufficiently in the text (as notes on Taylor series and notes on numerical quadrature in Math 31B, and supplementary notes on probability for Math 3C); and more generally being available as a teaching resource for instructors of the courses.

1 course per year

Responsible for use of the Mathematics Diagnostic Test by the Department; for enrollment in basic calculus courses. This includes responsibility for studies of the relation between performance of students on the tests and subsequent performance in calculus courses. = 0.5 course per year

Responsible for the supervision and functioning of the Student Mathematics Center =0.5 course per year

Oversee the research programs for undergraduate students = 0.5 course per year
Develop and teach two 2-week programs along the lines of PRISM but geared towards Math 115A and Math 131A = 1.0 course per year

Instruct TAs in teaching techniques = 1.5 courses per year

Assist new Ph.Ds who are having difficulties with their teaching duties = 1 course per year

Supervising departmental efforts to promote the progress of those majors who have excellent academic records = 1.5 courses per year

Revised 8/11/03