



Position Description

General Information	
UW System Title:	Lecturer
UW System Code:	TL020
Business Title:	Lecturer
Supervisor's Business Title:	Assistant Dean, School of Mathematics, Computing, Physics and Astronomy
Hours/Shift/Work Schedule:	Varies
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Mathematical Sciences
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	5/25/2023
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy .)	

Department Description

The Department of Mathematical Sciences offers majors in Mathematics, Mathematics with Actuarial Emphasis, and Mathematics for Secondary Education. In addition, we offer many courses in mathematics for the general education program and for other majors across our campuses in Stevens Point, Wausau, and Marshfield. The Department of Mathematical Sciences is committed to diversity in its curriculum and prepares students for a diverse and inclusive world.

Position Summary

UW-Stevens Point is establishing an ongoing pool of qualified adjunct faculty to teach developmental and general education mathematics courses, mathematics education courses, and elementary statistics courses. The adjunct pool is used to select part-time instructors who most closely meet the department's needs on a course-by-course basis.

Lecturers are fully responsible for all aspects of their courses. Department courses may be taught in traditional classrooms or online. Although many courses are taught during regular business hours, evening classes are also an option.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)	% of Time
Responsibility Title (<i>Rename "Responsibility Title" and group like duties under it. Title examples include, but not limited to: Administration, Clerical, Supervision/Leadership, General Payment Services, etc. Add additional titles as you see fit.</i>) <ul style="list-style-type: none"> Teaching Professional growth, department and university service related to teaching 	100%

Qualifications – Knowledge, Skills, and Abilities:
Required Knowledge, Skills, and Abilities <ul style="list-style-type: none"> Bachelor's degree in mathematics, statistics, mathematics education, or a related field Relevant work or teaching experience Must be able to demonstrate strong interpersonal and communication skills Preferred Knowledge, Skills, and Abilities <ul style="list-style-type: none"> Master's degree in mathematics, statistics, mathematics education, or a related field with at least 18 graduate credits in mathematics Secondary or university-level teaching experience

Other – Knowledge, Skills, and Abilities:
<input type="checkbox"/> Job Requires Driving a State Vehicle <input type="checkbox"/> Pre-employment Physical Assessment Required <input type="checkbox"/> Pre-Employment Financial Check Required <input type="checkbox"/> Independent travel is a core function of the job <input type="checkbox"/> <input type="checkbox"/>

Physical Effort/Demands:					
	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operated:					
<ul style="list-style-type: none"> Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices. 					
Working Environment:					

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date