Lead Graduate Pedagogy Mentor – Spring & Summer 2020  
Call for Applications

The Center for Innovations in Teaching and Learning (CITL) seeks a graduate student with excellent mentorship and project management skills to serve as Lead Pedagogy Mentor for graduate student peers during the Summer Pedagogy Fellows Mentor program and Course Design & Delivery graduate certificate program in Spring and Summer 2020.

In Spring 2020, CITL will launch a new graduate certificate program as part of a multi-year plan to better support the high number of graduate students who teach as GSIs during Summer Session, and to better support graduate students in their professional development as instructors of record. In the Course Design & Delivery certificate program, approximately 25-30 Summer GSIs will participate in 5 interactive sessions that will support the development of their skills in and approaches to course design, including creating equity-minded and learner-centered curricula. As part of this program, a cross-disciplinary cohort of 5-6 Summer Graduate Pedagogy Mentors will work closely with the participating GSIs to provide feedback on their course materials, as well as ongoing support during the Summer Sessions.

The Lead Mentor will serve as a resource and liaison, first, for the 5-6 graduate students serving as mentors, researching their mentorship needs and implementing structured support through coordinating and facilitating meetings that aim to develop their mentorship skills; sharing teaching and mentorship resources; and flexibly addressing various mentoring and teaching issues as they arise. The Lead Mentor will also interface with GSIs teaching in Summer Session, including during the 5-session graduate certificate program in Course Design & Delivery in Spring 2020, to provide support and resources related to their teaching goals.

Working closely with CITL’s Associate Director for Graduate Programs (and facilitator of the Course Design & Delivery certificate program), the Lead Mentor will develop methods for assessing and communicating the impact of the Course Design certificate program and mentorship program. Relevant tasks include researching effective program assessment, creating mechanisms for tracking both GSI participation and actual classroom impact, and developing a report at the end of the Summer Sessions that communicates these findings. Other responsibilities include providing mentoring and teaching consultations to both Summer Graduate Pedagogy Mentors and Summer GSIs, and supporting CITL projects that arise as related to graduate student mentorship and professional development during the term of appointment.

Lead Mentor Commitments Summary

- Support the coordination and facilitation of a mentor preparation meeting for Summer Mentors in early Spring 2020
- Coordinate the efforts of the Summer Mentors and support the development of their mentoring goals and skillsets
- Attend the 5 sessions of the Course Design & Delivery certificate program in Spring 2020, on select Fridays at 9am-11am (breakfast served), and coordinate the efforts of the Summer Mentors during the sessions: April 10, April 24, May 8, May 22, June 5
- Help to coordinate and attend a mixer event for all Summer GSIs and Summer Mentors in mid-to late-Spring 2020
Support the Summer Mentors to coordinate and facilitate at least 2 meetings with each of their assigned Summer GSIs (approximately 5) during the Summer Sessions

Provide teaching resources, support, and encouragement to the Summer Mentors throughout Spring and Summer 2020

Manage consultation and teaching observation requests during Summer 2020 from the larger group of Summer GSIs who do not participate in the certificate program

Be available to consult with Summer GSIs during the Summer Sessions, including sharing teaching resources and doing non-evaluative teaching observations

Set up mechanisms for formally tracking GSI participation and mentor consultations, to communicate program engagement with CITL

Research and develop methods for assessing impact of the Course Design & Delivery certificate program and mentorship program on both GSIs and mentors, including their sense of belonging, professional development, and their actual classroom practices

Coordinate and facilitate check-in meetings with Summer Mentors throughout Spring and Summer as needed (and as requested by CITL staff)

Terms of Position

With sponsorship from the Graduate Division, this position is equivalent to a 50%-time Graduate Student Researcher (GSR) appointment (i.e. approximately 220 total hours). CITL intends to work with the selected Lead Mentor to choose an appointment option that works best with their employment and funding needs, such as a 50% GSR appointment in Spring 2020; a 50% GSR appointment in Summer 2020; a 15% GSR appointment for a term spread out over Spring and Summer 2020 equivalent to the amount of a 50% GSR appointment; or a fellowship payment equivalent to the stipend amount of a 50% GSR appointment.

Application & Selection Process

To apply to be the CITL Lead Mentor in Spring and Summer 2020, please submit the following materials to citl@ucsc.edu by the end of the day (midnight) on Monday, March 9:

- A 1- to 2-page statement of interest that includes:
  - Why you’d like to be the Lead Mentor and sustain CITL’s efforts to provide stronger support for graduate student instructors
  - A brief overview of your teaching experience, including whether you have taught as a GSI at UC Santa Cruz, and whether you have taught a summer course here
  - Your mentorship experience, whether formal or informal
  - Your experience with pedagogical professional development (such as workshops and programs at CITL), and how that experience can guide your role as a Lead Mentor
  - Your availability in Spring and Summer 2020. Summer Session dates are available at the Summer Session website.

- An up-to-date CV

- Name and contact information of a faculty or (non-CITL) staff member who can describe your mentorship and project management skills and experience. (No letter is necessary at this time; we will contact recommenders as needed.)

CITL will notify applicants of the outcomes of this search by March 16. In addition to having participated in CITL’s pedagogical professional development, there is a strong preference that the Lead Mentor have previous experience as both a CITL mentor and as a GSI on our campus.