

### C.2.1.2 Instructional Associate in Biology (laboratory emphasis)

- a) Normal standard lab teaching load of this position as per Article 9.3.1.d is 3 to 6 credit hours of laboratory instruction and 0 to 4 credit hours of course instruction (typically in the areas of microbiology, genetics, evolution, and cell and molecular biology) per academic year,
- b) The Department, in consultation with the incumbent, may adjust the allocation of laboratory and course instruction from year to year within the maximum total 10 credit hours; however normal number of labs for this position is between 2 and 5 per week, depending on the following scenarios as well as other non-teaching duties and allocation of (unsupervised) student assistants:

Scenario	Credit Hours
1. Incumbent is responsible for three unique lab courses, with one lab session each, in a given semester	Up to 4.5 CH of laboratory instruction per semester
2. Incumbent is responsible for two unique lab courses, with up to five sessions between them when at least one course offers back-to-back sessions on the same day, in a given semester	Up to 6.0 CH of laboratory instruction per semester

- c) Instruction of Biology courses in and supervision of topics/honours students, as determined by the Department in consultation with the incumbent,
- d) Conduct Student Advising in consultation with the Department
- e) Assistance in ordering supplies and/or preparation of Biology Laboratories: 15:171, 15:172, 15:267, 15:361, 15:363, 15:366,
- f) Ordering and receiving of Departmental supplies in cooperation with the other Biology IA's,
- g) Maintenance and storage of equipment and supplies in cooperation with the other Biology IA's,
- h) Maintenance of teaching-related biological collections in the Biology Department
- i) Maintain the Departmental accounts and financial records in consultation with the chair as per Article 26.3,
- j) Serve as the Department's representative for Workplace Hazardous Materials Information System 2015 (WHMIS 2015) on campus,
- k) Supervise and train Graduate Teaching Assistants and undergraduate Student Assistants for relevant courses taught,
- l) Some opportunity for independent research may occur, and
- m) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent (e.g. serving on committees such as the Brandon University Biosafety Committee).