

Christopher Jankowski, Ph.D.  
Director of Graduate Advising and Assessment  
Director of Postdoctoral Teaching Effectiveness  
Academic Professional, School of Math

### Position Description

Dr. Jankowski's position as an Academic Professional was initially shaped with the expectations of helping the School of Math develop its plan to implement course coordination. His role has expanded dramatically. During his first semester at the Institute (Fall 2016), he became the lead organizer of the Georgia Tech High School Math Competition. In the Spring of 2017, he took over as the Director of Postdoctoral Teaching Effectiveness. Next, he was promoted to the role of Director of Graduate Advising and Assessment early in the Summer of 2017. He has served as course coordinator for Math 1553 (Introduction to Linear Algebra) since the Fall of 2017. His current duties are summarized below.

**I. Director of Graduate Advising and Assessment (10 hours per week):** Deeply involved in nearly every facet of the School of Math's graduate programs.

1. Advising for MS and PhD students
  - (a) Serves as the contact for all students who wish to add a secondary MS in Math, Statistics, or Computational Sciences and Engineering in the School of Math.
  - (b) Advises current MS and PhD students for coursework and graduation requirements, and handles exceptions on DegreeWorks as necessary.
  - (c) Handles the course transfer requests for courses at the MS and PhD levels.
  - (d) Oversees Responsible Conduct of Research (RCR) compliance for PhD students and teaches Math 6001, Introduction to Graduate Mathematics.
2. Member of Graduate Committee, and associated duties
  - (a) Writes the annual review letters for all PhD students in the School of Math, writes letters for results of the PhD Math written comprehensive exams, and compiles annual faculty assessments and student self-assessments for the PhD program in Algorithms, Combinatorics, and Optimization (ACO).
  - (b) Organizes the student meetings with faculty and compiles the schedules for students at Admitted Students Day each Spring.
  - (c) Updates the School of Math website for graduate policies, theses, alumni, and student activities.
3. Annual Assessment Update Reporting (OATS)
  - (a) Compiles the annual OATS reports for MS Math and PhD Math, with input from the Graduate Director.
  - (b) Maintains the files and spreadsheets for data used in the reports (oral exams, dissertation defenses, exit surveys, etc.)

**II. Director of Postdoctoral Teaching Effectiveness (4 hours per week):** Mentor and resource for postdoctoral faculty in the School of Math.

1. Teaching mentor

- (a) Serves as the teaching mentor for all postdoctoral faculty in the School of Math during their first year, and as a contact for postdocs in their later years who have teaching-related questions.
- (b) Tracks the Course Instructor Opinion Survey evaluations for postdocs and collects information from their teaching mentors.
- (c) Assists the Postdoc Committee in writing annual evaluation letters.

2. Professional development

- (a) Co-organizes the School of Math's New Faculty Orientation each year, runs its panel sessions, updates materials, and creates new materials for the orientation if necessary.
- (b) Participates in the Professional Development Seminar for postdocs and runs the School of Math's informal postdoc social events.

**III. Course coordination (9 hours per week):** Dr. Jankowski assisted in writing the course coordination proposal for the School of Math in the Spring of 2017, and he has coordinated Math 1553 (Introduction to Linear Algebra) since the Fall of 2017. Math 1553 is significantly larger than any other formally coordinated course in the School of Math, with nearly 6,000 students and 40 instructors in the Fall and Spring semesters during the period.

1. Course structure and logistics

- (a) Responsible for course policies, the common syllabus, and the course calendar.
- (b) Writes studio worksheets and supplemental practice problems, and supplies sample midterms. Creates online homework for all instructors.

2. Examinations and letter grades

- (a) Views other instructors' midterm exams and gives feedback.
- (b) Organizes the collaborative writing of the common final exam and plans the final exam proctoring and final exam grading logistics.
- (c) Helps instructors determine final letter grades for the course, to make letter grades fair across the board.

**IV. Teaching (17 hours per week):** Dr. Jankowski fulfills the standard Academic Professional teaching load of four courses per year by teaching two courses in the Fall and the Spring. He often teaches large undergraduate courses (generally 100 to 150 students) in Linear Algebra or Multivariable Calculus. Each Fall, he teaches Math 6001, Introduction to Graduate Mathematics. This course fulfills the in-person RCR requirement for PhD students.