

Instructor Pool - Construction, Sustainability & Facilities
Management and HVAC - UC Berkeley Extension
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259245>

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Posted Jul. 9, 2025, set to expire Oct. 7, 2025

Job Title	Instructor Pool - Construction, Sustainability & Facilities Management and HVAC - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley Berkeley, California
Date Posted	Jul. 9, 2025
Application Deadline	10/07/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Sustainable Engineering Construction Engineering/Management Architectural (Building & Construction)
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Job Description

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Position overview

Salary range: A reasonable estimate for this position is \$1,500 - \$3,500 per course. Instructor

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compensation is determined by course length, number of units, enrollment, budgetary considerations, and other factors.

Percent time: Part-time temporary appointments are offered by agreement on a course-by-course basis.

Anticipated start: Some appointments may begin as early as the spring semester.

Review timeline: Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

Position duration: Appointment length is based upon course section schedule(s). Appointments may be renewable based on need, funding, and performance.

Application Window

Open date: October 8, 2024

Next review date: Monday, Jul 21, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Tuesday, Oct 7, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

Job Type

Academic - Non-Tenure Track

Job Summary

UC Berkeley Extension, the professional and continuing education division at the University of California, Berkeley, invites applications for a pool of qualified instructors to teach online courses for our Construction Management and Leadership, Sustainability Management, Facilities Management, and HVAC programs.

UC Berkeley Extension seeks dynamic instructors with a commitment to professional and continuing education in Construction Management and Leadership, Sustainability Management, Facilities Management, and HVAC to lead one or more courses each year. The pool will remain in place for one

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calendar year; those interested in remaining in the pool beyond the advertised final closing date must reapply. The number of these positions varies from semester to semester, depending on the needs of the department.

Courses are offered online. Online instruction is delivered through live synchronous lectures (Zoom) and through our learning management system (Canvas). Most live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

General Duties

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following course subjects (but not limited to). Please refer to a full list of current courses in the departmental link below.

Construction Management & Leadership

- Construction Project Scheduling and Control
- Fundamentals of Construction Law
- Introduction to BIM: Virtual Design and Construction Technology
- Introduction to LEED v4: Concepts of Green Building and Design
- Management in the Construction Industry
- Preconstruction Estimating: From the Design Development Stage to the Final Bid Process
- Sustainable Construction Management and Field Practices

Facilities Management

- Building Systems and Technology
- Introduction to Facilities Management
- Facilities Management: Commercial Real Estate
- Facilities Management: Operations and Maintenance
- Facilities Management: Risk and Business Continuity
- Facilities Management: Strategic Planning Leadership and the Organization

Sustainability Management

- California Environmental Protection and Leadership
- Carbon Management & Business Strategy
- Environmental Law
- Greening Your Supply Chain: Life Cycle Assessment Tools

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- Introduction to Climate Change, Environment and Sustainability
- Managing Sustainable Change in an Organization
- Principles of Ecology for Nonscientists
- Smart Grids: Introduction
- Sustainability Leadership: Strategies and Paradigms

HVAC

- HVAC Control and Energy Management Systems
- HVAC Ductwork and Piping Systems
- HVAC System Design Considerations
- HVAC System Load Calculations and Psychrometry

Other Construction, Sustainability & Facilities Management, and HVAC Courses or Subjects
(please specify in your cover letter)

Teaching Experience

- Classroom Teaching Experience
- Synchronous Online Teaching Experience (online lectures via Zoom)

Instructor duties include but are not limited to:

- Complete mandatory training programs by deadlines established by UC Berkeley.
- Complete required administrative tasks in a timely manner including: updating and submitting syllabi using approved syllabus template; communicating required texts and materials; communicating classroom technology and support needs.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course materials. May be based upon programmatic and/or student feedback.
- Prepare and deliver course materials, lectures/presentations, and design learning assessments.
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning.
- Stay current within the subject, discipline or field of practice.
- Use subject-matter expertise and leverage additional resources appropriately to enhance the curriculum.
- Utilize course support platforms, including the Canvas Learning Management System and Zoom Pro (as applicable).
- Communicate teaching objectives and specific learning outcomes to students, and clearly explain

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the grading policies for the course.

- Respond to student questions and learning needs in a timely manner.
- Employ culturally competent and inclusive teaching methodologies in the classroom (including teaching non-native speakers and/or students with academic letters of accommodations for disabilities).
- Evaluate student achievement of specific learning outcomes and assign grades.
- Post final student grades to the transcript system within two weeks of course completion.
- Handle student inquiries about final grades and consult with the Program Manager as needed.
- Retain student records according to University policies.

Construction, Sustainability & Facilities Management and HVAC Programs & Courses:

<https://extension.berkeley.edu/academic-areas/construction-and-sustainability/>

Qualifications

Basic qualifications (required at time of application)

- Bachelor's degree or equivalent international degree required.

Additional qualifications (required at time of start)

- All work must be performed in the United States, whether in person or online.
- For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such as a US visa that allows employment) is required by the start date of the position. Due to the part-time, temporary nature of instructor positions, UC Berkeley Extension is unable to provide US visa/work permits for this position.

Preferred qualifications

- 3 or more years of professional experience in the course subject.
- Advanced degree in subject area preferred.
- Teaching, training or coaching experience in the course subject, within a U.S. corporate environment, or at a U.S. college/university institution.
- Knowledge of federal and California state laws and regulations as applicable to the course subject.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- Experience teaching online and/or developing academic content for online courses.
- Ability to convey conceptual and complex ideas and information.

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- Effective verbal/written communication and presentation skills (English).
- Effective organizational skills with attention to detail.
- Ability to collaborate with colleagues and work within a team environment.
- Proficiency in (or willingness to learn) instructional and other technology, such as: Learning Management Systems (Canvas); lecture/presentation capture applications (Panopto); online video conferencing (Zoom); Microsoft Office (Word and PowerPoint); file sharing (Google drive or Dropbox); and Google Workspace (email, calendar, docs, sheets, slides, etc).

Application Requirements

Document requirements

- Curriculum Vitae or Resume - Your most recently updated C.V. or Resume.
- Cover Letter - Please include any Other Construction, Sustainability & Facilities Management, and HVAC Courses or Subjects in your cover letter.
(Optional)
- Sample Syllabi and/or Teaching Evaluations - Please compile all documents into a single PDF document and upload it to your application.
(Optional)

Reference requirements

- References are requested from candidates at the interviewing stage, and references are only contacted for finalists.

Apply link: <https://aprecruit.berkeley.edu/JPF04618>

Help contact: extension-jobs@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

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The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, California (U.S.A.)

To apply, visit <https://aprecruit.berkeley.edu/JPF04618>

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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