

Confirmed by the Office of the Dean: CS

Pending Budgetary Approval: Y

Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

**Posting Number: 24-803**

**Posting Date: July 23, 2024**

**Closing Date: August 6, 2024**

**Position Title: Sessional Faculty Member**

**Department/Program: School of Education**

**Course Number: EDUC-4252H-C**

**Course Title: IS Intermediate Lrnr.2**

**Position Start Date: December 27, 2024**

**Position End Date: March 21, 2025**

**Tentative class times during academic term:**

**Mondays 11am-1pm and Thurs 1pm -3pm**

**Campus Location: Peterborough**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay): \$ 9012.06**

**Tentative Projected Enrolment: 33**

\*Individuals with 5 years of continuous service receive 6% vacation pay

**NOTE:**

- This position may be subject to Right of First Refusal.
- If you are an enrolled Trent University Graduate student applying for this position, complete the [Trent University Graduate Student Approval Form](#) and submit it with your application.
- Class times and locations are subject to change.
- Information on course descriptions can be found at: <https://www.trentu.ca/registrar/academic-calendar/undergraduate-calendar>

**BRIEF DESCRIPTION OF DUTIES:**

- Design, organize and present complete course syllabus in accordance with the calendar description as approved by the Chair and the office of the Dean of Education.
- Principal responsibility for the course (lectures, seminars and labs where applicable)
- Prepare, deliver and facilitate course lectures and/or seminars and workshops as scheduled
- Facilitate discussion and answer student questions
- Assign and grade student work within the established timeline
- Development and administration of tests

- Mark and grade student work and calculate all final marks for enrolled students
- Maintain 1 or more office hours per week for student consultation outside of scheduled class time
- Prompt communication with students and the Office School of Education
- Grade breakdowns (with student info, assignment type, weighting, and grade clearly indicated) must be returned to the office by the grade submission deadline
- Formal appealable work must be retained in accordance with appeals regulations (allowing time for RO to process appeal and forward to dept.), and instructor must have active contact info on file for that period
- Have the flexibility to implement alternative modes of teaching in the event campus courses are interrupted or offered remotely
- Fulfilling any other duties associated with managing the course

#### **QUALIFICATIONS:**

- Directly related, recent classroom experience is required
- A current Ontario Teaching certificate and a completed PhD is preferred; applicants with a Master's Degree or equivalent will be considered
- Specialized knowledge of the course subject matter as evidenced by research activity and/or prior teaching experience
- Demonstrated evidence of high-quality teaching at the university level
- Strong organizational, administrative, interpersonal and communication skills
- Proficiency and independence using Blackboard Learning Management System
- Experience using digital learning resources and assessments with students
- The candidate must be familiar with the range of related topics and concepts
- Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration

#### **APPLICATION PROCEDURES:**

- Application letter accompanied by a full C.V. stating teaching experience, plus names and addresses of two referees.
- **Please identify the number of courses for which you wish to be considered, up to a maximum of 2.0 credits. Please identify the courses (including course numbers and section letters if applicable) for which you are applying in order of preference.** Please note that RoFR, seniority, and scheduling will impact hiring, but it is helpful to understand your order of preference.
- Please forward application and documentation to: [educationpostings@trentu.ca](mailto:educationpostings@trentu.ca)

#### **Curriculum Vitae and past teaching evaluations. Please note: a CUPE member's previous two years of course evaluations may be reviewed by the Chair in relation to this CUPE posting**

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact [educationpostings@trentu.ca](mailto:educationpostings@trentu.ca)

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.