

ENGINEERING COMMUNICATION PROGRAM
Faculty of Applied Science & Engineering, University of Toronto
Job Postings 2017-18 – CUPE Unit 3

SESSIONAL LECTURER POSITION

The Engineering Communication Program has the following **Sessional Lecturer** position available for the 2017-2018 school year and invites applications from suitably qualified candidates.

No late applications can be considered.

All posted jobs are subject to the parameters listed below.

Posting Date: April 27, 2017

Closing Date: May 21, 2017

Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows:

Sessional Lecturer 1:

As of Jan 1, 2017 - \$7,359.07 per Half Course Equivalent (HCE), inclusive of vacation pay

Sessional Lecturer 2:

As of Jan 1, 2017 - \$7,823.85 per Half Course Equivalent (HCE), inclusive of vacation pay

Should rates stipulated in the Collective Agreement vary from rates stated in this posting, the rates stated in the Collective Agreement shall prevail.

Please note: All positions are HCE unless designated otherwise in the specific job descriptions that follow.

No more than 50% of the workload for these courses is at-home work. Consequently, these contracts are not, in themselves, eligible for the T2200 tax deduction.

The positions posted below are tentative, pending final course determinations and enrolments. Lecture and tutorial days and times are accurate as of the posting date, and are subject to change should the need arise.

Please forward a completed application to the contact specified in the "Application Method" column below. If you are applying for multiple positions, please send only one email and include in your application letter a list of all the positions you're interested in, along with the requisite application documents.

This notice is posted pursuant to the CUPE Local 3902 Unit 3 Collective Agreement. Please note that, in accordance with that agreement, preference in hiring is given to qualified individuals advanced to the rank of Sessional Lecturer II in accordance with Article 14:12.

Department Standards and Policies are available in the Department office and in the CUPE, Local 3902 office.

COURSE NUMBER AND TITLE	NUMBER OF POSITIONS (est.) COURSE ENROLMENT (est.) CLASS TIME	DATES SIZE OF APPOINTMENT (HOURS) SALARY	QUALIFICATIONS	DUTIES	APPLICATION METHOD	APPLICATION DEADLINE
<p>Associate Coordinator, Communication in the MIE portfolio</p> <p>Position: Sessional Lecturer</p> <p>Course description: Working with the Communication Coordinator for MIE, this position will cover a range of courses in both Mechanical and Industrial Engineering. Communication instruction is delivered in courses from second to fourth year.</p>	<p>Number of Positions (est.): One (1) position.</p> <p>Estimated Enrolment: Approximately 850 students from 2nd year to 4th year.</p> <p>TA Support: Support from ECP CIs in MIE 490/491; MIE TA support in core courses as required.</p> <p>Class Schedule: MIE490 and MIE491, as well as the six core course involvements, do not require weekly class attendance; schedules will vary.</p>	<p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: This position functions as a Y course or 2 HCE (up to a maximum of 460 hours). It includes the exam period.</p> <p>Salary: In accordance with the CUPE 3902 Unit 3 Collective Agreement as of January 2017, the Sessional Lecturer I rate of pay is \$7,359.07 per HCE, inclusive of vacation pay. The SL II rate is \$7,823.85 per HCE, inclusive of vacation pay. Should rates stipulated in the Collective Agreement vary from rates stated in this posting, the rates stated in the Collective Agreement shall prevail.</p>	<p>Minimum qualifications include at least a Master’s degree in an appropriate discipline (such as, but not limited to, Communication, English, Engineering, Education, Technology Studies) with strong written and oral communication skills, and a demonstrated commitment to teaching communication and demonstrated ability to work as part of a team.</p> <p>Preferred Qualifications include familiarity with engineering communication practices, administrative experience, experience as an instructor in MIE, familiarity with the specific needs of MIE, and a strong working relationship with its faculty.</p>	<p>Sessional Lecturer Duties: Working closely with the Coordinator, administration and coordination of communication curricula in Mechanical and Industrial Engineering including preparing course outlines, developing and delivering lectures and workshops, developing assessment tools, scheduling meetings with students and CIs, meeting with departmental faculty and TAs as required, preparing on-line material as required, preparing and maintaining Blackboard sites related to communication curricula, meeting and corresponding with students, and recording marks as required.</p>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> • an application letter • curriculum vitae including the names of three referees • a short writing sample • a Unit 3 application form, available online at http://forms.hrandequity.utoronto.ca/ <p>A valid email address is required.</p> <p>Application letters should be addressed to: Deborah Tihanyi, Director Engineering Communication Program 35 St. George Street Toronto, ON M5S 1A4</p> <p>We prefer that applications be submitted by email to: ecp@ecf.utoronto.ca</p> <p><i>Please include only one (1) Unit 3 application, listing all courses you are applying for. Do not send separate applications for each course.</i></p>	<p>MAY 21, 2017</p>