

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

**SESSIONAL LECTURER POSITIONS**

The Engineering Communication Program has the following **Sessional Lecturer** positions 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><b>Communication Instruction and Coordination in the Professional Language portfolio</b></p> <p><b>Position:</b> Sessional Lecturer</p> <p><b>Course description:</b> Communication consultation and/or instruction is developed in collaboration with Communication Coordinators in each department (e.g., CIV, ECE, MSE, CHE, MIE).</p>	<p><b>Number of Positions (est.):</b> One (1) position.</p> <p><b>Estimated Enrolment:</b> Undergraduate students across the Faculty from 2<sup>nd</sup> to 4<sup>th</sup> year.</p> <p><b>Class Schedule:</b> Schedules vary between courses and have some flexibility in the planning of extra workshops.</p>	<p><b>Dates:</b> Fall and Winter terms September 1, 2017 – April 30, 2018</p> <p><b>Hours:</b> This position functions as a Y course or 2 HCE (up to a maximum of 460 hours).</p> <p><b>Salary:</b> 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.</p> <p>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><b>Minimum Qualifications</b> include at least a Master’s degree in Applied Linguistics or Second Language Education with strong written and oral communication skills, and a demonstrated commitment to content-based instruction to advanced multilingual post-secondary students, experience with curriculum development and language assessment, a demonstrated ability to teach communication and to work as part of a team.</p> <p><b>Preferred Qualifications</b> include a PhD in an appropriate discipline (as above) and familiarity with engineering communication practices.</p>	<p><b>Sessional Lecturer Duties:</b> Administration and coordination of Professional Language Development communication curricula covered in each Communication portfolio. This includes:</p> <ul style="list-style-type: none"> <li>- Design DELNA diagnostic prompt and rubric</li> <li>- Ongoing monitoring and follow up with students identified as needing Professional Language support</li> <li>- Collection and analysis of data generated through assessment activities</li> <li>- Ongoing monitoring of assignments and collaboration with Communication Coordinators to design appropriate support activities, including design of diagnostic rubrics</li> <li>- Design and delivery of training activities for development of CI capacity specific to language development</li> <li>- Liaison with FASE and student organizations (e.g.,ACE) to continue outreach initiatives and develop new programs</li> </ul>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> <li>• an application letter</li> <li>• curriculum vitae including the names of three referees</li> <li>• a short writing sample</li> <li>• a Unit 3 application form, available online at <a href="http://forms.hrandequity.utoronto.ca/">http://forms.hrandequity.utoronto.ca/</a></li> </ul> <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: <a href="mailto:ecp@ecf.utoronto.ca">ecp@ecf.utoronto.ca</a></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><b>MAY 21, 2017</b></p>

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<p><b>APS111H1 F – Engineering Strategies and Practice - Professional Language Specialist</b></p> <p><b>Position:</b> Sessional Lecturer</p> <p><b>Course description:</b> This course introduces and provides a framework for the design process. Students are introduced to communication as an integral component of engineering practice. The course is a vehicle for understanding problem solving and developing communications skills. This first course in the two Engineering Strategies and Practice course sequence introduces students to the process of engineering design, to strategies for successful team work, and to design for human factors, society and the environment. Students write team and individual technical reports and give presentations within a discussion group.</p>	<p><b>Number of Positions (est.):</b> One (1) position.</p> <p><b>Estimated Enrolment:</b> 900 students, in tutorial sections of approximately 30 students each.</p> <p><b>TA Support:</b> TAs coordinate seminars and do most of the grading.</p> <p><b>Class Schedule:</b> Students attend 3 one-hour lectures, and 1 two-hour tutorial per week. In the final three weeks of term, the tutorial becomes a seminar on a selected topic.</p>	<p><b>Dates:</b> Fall term September 1 – December 31, 2017</p> <p><b>Hours:</b> 1 HCE (up to a maximum of 230 hours) including the exam period.</p> <p><b>Salary:</b> 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.</p> <p>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><b>Minimum Qualifications</b> include at least a Master’s degree in Applied Linguistics or Second Language Education with strong written and oral communication skills, and a demonstrated commitment to content-based instruction to advanced multilingual post-secondary students, experience with curriculum development and language assessment, a demonstrated ability to teach communication and to work as part of a team.</p> <p><b>Preferred qualifications</b> include a PhD in an appropriate discipline (as above) and familiarity with engineering communication practices. Flexible availability for benchmarking meetings is also preferred.</p>	<p><b>Professional Language Specialist Duties:</b></p> <ul style="list-style-type: none"> <li>- Help plan schedule and curricular changes for course for fall 2017 specific to multilingual students</li> <li>- Lead, with the course coordinator, team course training session</li> <li>- Coordinate lecture attendance with other Lead CIs (9 to 10 a.m. Tuesday, Thursday and Friday)</li> <li>- Summarize attended lectures and email CI and TA team</li> <li>- Plan 10 Professional Language Development Support Modules</li> <li>- Coordinate CI Teaching Team in collaboration with Lead CIs</li> <li>- Advise on identifying and marking for Language Support</li> <li>- Perform the function of tutorial CI for one section</li> <li>- Conduct student workshops and/or meetings as required</li> <li>- Plan and deliver weekly Language Intensive seminar in final three weeks of term (3 x 2 hours)</li> <li>- Grade students’ seminar presentation and participation</li> <li>- Meet with students requesting re-grades of their assignments</li> <li>- Evaluate designated assignments to identify potential candidates for language intensive tutorials</li> <li>- Mark long answer on final exam</li> <li>- Work with course coordinator and module coordinators to ensure the smooth running of the course</li> </ul> <p>This job description is subject to change, as ESP is currently under review.</p>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> <li>• an application letter</li> <li>• curriculum vitae including the names of three referees</li> <li>• a short writing sample</li> <li>• a Unit 3 application form, available online at <a href="http://forms.hrandequity.utoronto.ca/">http://forms.hrandequity.utoronto.ca/</a></li> </ul> <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: <a href="mailto:ecp@ecf.utoronto.ca">ecp@ecf.utoronto.ca</a></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><b>MAY 21, 2017</b></p>

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<p><b>APS112H1 S – Engineering Strategies and Practice - Professional Language Specialist</b></p> <p><b>Position:</b> Sessional Lecturer</p> <p><b>Course description:</b> This course introduces and provides a framework for the design process. Students are introduced to communication as an integral component of engineering practice. The course is a vehicle for understanding problem solving and developing communications skills. Building on the first course, this second course in the two Engineering Strategies and Practice course sequence introduces students to project management and to the design process in greater depth. Students work in teams on a term length design project. Students will write a series of technical reports and give a team based design project presentation.</p>	<p><b>Number of Positions (est.):</b> One (1) position.</p> <p><b>Estimated Enrolment:</b> 900 students, in tutorial sections of approximately 30 students each.</p> <p><b>TA Support:</b> TAs coordinate seminars and do most of the grading.</p> <p><b>Class Schedule:</b> Students attend 2 one-hour lectures, and 1 two-hour tutorial per week.</p>	<p><b>Dates:</b> Winter term January 1 – April 30, 2018</p> <p><b>Hours:</b> 1 HCE (up to a maximum of 230 hours) including the exam period. You are expected to be available for course related meetings during Reading Week.</p> <p><b>Salary:</b> 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.</p> <p>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><b>Minimum Qualifications</b> include at least a Master’s degree in Applied Linguistics or Second Language Education with strong written and oral communication skills, and a demonstrated commitment to content-based instruction to advanced multilingual post-secondary students, experience with curriculum development and language assessment, a demonstrated ability to teach communication and to work as part of a team.</p> <p><b>Preferred qualifications</b> include a PhD in an appropriate discipline (as above) and familiarity with engineering communication practices. Flexible availability for benchmarking meetings is also preferred.</p>	<p><b>Professional Language Specialist Duties:</b></p> <ul style="list-style-type: none"> <li>- Coordinate lecture attendance with other Lead CIs (9 to 10 a.m. Tuesday and Thursday)</li> <li>- Summarize lectures attended and email CI and TA team</li> <li>- Coordinate CI Teaching Team in collaboration with Lead CIs</li> <li>- Develop appropriate curricular interventions for Language Intensive teams</li> <li>- Attend pre-benchmarking sessions with TAs for each deliverable – these meetings are two-hours long and occur three times in the fall and four times in the winter semesters</li> <li>- Coordinate with Language Intensive tutorial TAs, PMs and CIs to develop and deliver instructional activities coordinated with the design deliverables</li> <li>- Meet with student teams from one Language Intensive tutorial section</li> <li>- Meet with students for about 5 hours a week, both in and outside of tutorial</li> <li>- Conduct workshops, including for quizzes, and/or meet with students from 5 to 7 p.m. on some week days</li> <li>- Coach final oral presentations</li> <li>- Advise on identifying and marking for Language Support</li> <li>- grade Preliminary Lessons Learned assignment and Lessons Learned assignment for each student in your tutorials</li> </ul> <p>This job description is subject to change, as ESP is currently under review.</p>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> <li>• an application letter</li> <li>• curriculum vitae including the names of three referees</li> <li>• a short writing sample</li> <li>• a Unit 3 application form, available online at <a href="http://forms.hrandequity.utoronto.ca/">http://forms.hrandequity.utoronto.ca/</a></li> </ul> <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: <a href="mailto:ecp@ecf.utoronto.ca">ecp@ecf.utoronto.ca</a></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><b>MAY 21, 2017</b></p>

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<p><b>ESC101H1F – Praxis I - Professional Language Specialist</b></p> <p><b>Position:</b> Sessional Lecturer</p> <p><b>Course description:</b> Praxis I introduces students to the theory and practice of engineering design and communication. Through an integrated suite of interactive lectures, structured Design Studio activities, and multiple small-team projects, students explore core elements of both communication and design. The emphasis for the communication instructors is on developing critical thinking, representing ideas in oral, written and visual form, and on understanding the structure of engineering argument. Praxis I challenges students to explore the theories and principles that underpin engineering design and communication, to develop rigorous, individualized approaches to solving engineering problems, to adopt an outward looking and entrepreneurial engineering perspective, and to take an active role in shaping their future engineering studies.</p>	<p><b>Number of Positions (est.):</b> One (1) position.</p> <p><b>Estimated Enrolment:</b> 300 students, in 12 tutorial sections of ≈25 students each.</p> <p><b>TA Support:</b> Some assessment may be performed alongside design-focused teaching assistants; some studios may be supported by design-focused teaching assistants.</p> <p><b>Class Schedule:</b> Students attend 3 one-hour lectures and 1 two-hour tutorial per week. Lectures are tentatively scheduled for Mondays from 2:00-3:00pm, Tuesday from 1:00-2:00pm, and Friday from 1:00-2:00pm. Tutorials are scheduled for Tuesdays 3:00-5:00pm, Wednesdays 10:00am-12:00pm, and Thursdays 2:00-4:00pm. These times are tentative and may be subject to change.</p>	<p><b>Dates:</b> Fall term September 1 – December 31, 2017</p> <p><b>Hours:</b> 1 HCE (up to a maximum of 230 hours) including the exam period.</p> <p><b>Salary:</b> 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.</p> <p>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>This position is subject to budgetary approval.</p>	<p><b>Minimum Qualifications</b> include at least a Master’s degree in Applied Linguistics or Second Language Education with strong written and oral communication skills, and a demonstrated commitment to content-based instruction to advanced multilingual post-secondary students, experience with curriculum development and language assessment, a demonstrated ability to teach communication and to work as part of a team.</p> <p><b>Preferred qualifications</b> include a PhD in an appropriate discipline (as above) and familiarity with engineering communication practices. Flexible availability for studio and benchmarking meetings is also preferred.</p>	<p><b>Professional Language Specialist Duties:</b></p> <ul style="list-style-type: none"> <li>- Attend all Monday and Tuesday lectures throughout the term</li> <li>- Attend one-hour weekly course planning meetings (to be scheduled)</li> <li>- Attend a day long orientation session for all instructors at the beginning of term (Date TBA)</li> <li>- Teach two, 2-hour studios for the duration of the course</li> <li>- Prepare for studio teaching, and participate in studio planning, revision, and discussion</li> <li>- Participate in short debriefing meetings after the first studio of the week</li> <li>- Evaluate and provide detailed feedback on up to five assignments (both group and individual), and attend benchmarking meeting(s) for assignment grading</li> <li>- Invigilate one supervised test scheduled during the Engineering Science midterm timeslot</li> <li>- Supervise and mentor both individuals and teams within your studios</li> <li>- Hold consultations with students to help them complete and improve their assignments, and develop as writers and presenters</li> <li>- Spend one hour per week reading and responding to your students’ reflections (on-line journals, memos, etc.)</li> <li>- Consult on identification of students needing additional Professional Language support</li> <li>- Advise on assignments, evaluations and rubrics</li> <li>- Advise &amp; assist with all Praxis Language support initiatives</li> </ul>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> <li>• an application letter</li> <li>• curriculum vitae including the names of three referees</li> <li>• a short writing sample</li> <li>• a Unit 3 application form, available online at <a href="http://forms.hrandequity.utoronto.ca/">http://forms.hrandequity.utoronto.ca/</a></li> </ul> <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: <a href="mailto:ecp@ecf.utoronto.ca">ecp@ecf.utoronto.ca</a></p> <p><i>Please include only one (1) Unit 3 application, listing all courses you are applying for. 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<p><b>ESC102H1S – Praxis II - Professional Language Specialist</b></p> <p><b>Position:</b> Sessional Lecturer</p> <p><b>Course description:</b> Praxis II follows from Praxis I and challenges students to apply, enhance, and refine their engineering design and communication skills. The design projects in Praxis II are both identified and defined by the students themselves, and focus on issues associated with the City of Toronto, its agencies and services, and its communities and citizens. In the first half of the course students, working in small teams, identify, frame, and document appropriate engineering challenges; in the second half they design, prototype, and present engineering solutions to a subset of those identified challenges. In support of these activities students continue to explore in greater depth the theories, tools, and practices of engineering design and communication. Praxis II culminates in an open showcase where students present their design solutions to representatives from interested governmental and non-governmental agencies, to their project stakeholders, and to the general public.</p>	<p><b>Number of Positions (est.):</b> One (1) position.</p> <p><b>Estimated Enrolment:</b> 270 students, in 10 studio sections of ≈ 27 students each.</p> <p><b>TA Support:</b> Some assessment may be performed alongside design-focused teaching assistants; some studios may be supported by design-focused teaching assistants.</p> <p><b>Class Schedule:</b> Students attend 3 one-hour lectures and 1 two-hour tutorial per week. Lectures are tentatively scheduled for Mondays from 1:00-2:00pm and Tuesday from 1:00-2:00pm and Thursday 5-6pm. Studios are scheduled for Tuesdays 4:00-6:00pm, Wednesdays 3:00-5:00pm, and Friday 10:00am-12:00pm. These times are tentative and may be subject to change.</p>	<p><b>Dates:</b> Winter term January 1 – April 30, 2018</p> <p><b>Hours:</b> 1 HCE (up to a maximum of 230 hours) including the exam period.</p> <p><b>Salary:</b> 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.</p> <p>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>This position is subject to budgetary approval.</p>	<p><b>Minimum Qualifications</b> include at least a Master’s degree in Applied Linguistics or Second Language Education with strong written and oral communication skills, and a demonstrated commitment to content-based instruction to advanced multilingual post-secondary students, experience with curriculum development and language assessment, a demonstrated ability to teach communication and to work as part of a team.</p> <p><b>Preferred qualifications</b> include a PhD in an appropriate discipline (as above) and familiarity with engineering communication practices. Flexible availability for studio and benchmarking meetings is also preferred.</p>	<p><b>Professional Language Specialist Duties:</b></p> <ul style="list-style-type: none"> <li>- Attend all Monday and Tuesday lectures throughout the term</li> <li>- Attend a one-hour weekly course planning meeting and orientation session (to be scheduled)</li> <li>- Advise and collaborate in the development of student-specific support activities for studio activities</li> <li>- Co-instruct as needed with Professional Language Development students</li> <li>- Prepare for studio teaching, and participate in studio planning, revision, and discussion</li> <li>- Participate in short debriefing meetings after first and second studios of the week</li> <li>- Attend &amp; evaluate at all day design Showcase scheduled for April 2018 (exact date T.B.A.)</li> <li>- Supervise and mentor both individuals and teams with Professional Language Development needs</li> <li>- Hold consultations with students to help them complete and improve their assignments, and develop as writers and presenters</li> <li>- Develop curriculum for supporting students outside of regular classes, and provide extra curricular support for students in need of help</li> </ul>	<p>Applicants should submit:</p> <ul style="list-style-type: none"> <li>• an application letter</li> <li>• curriculum vitae including the names of three referees</li> <li>• a short writing sample</li> <li>• a Unit 3 application form, available online at <a href="http://forms.hrandequity.utoronto.ca/">http://forms.hrandequity.utoronto.ca/</a></li> </ul> <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: <a href="mailto:ecp@ecf.utoronto.ca">ecp@ecf.utoronto.ca</a></p> <p><i>Please include only one (1) Unit 3 application, listing all courses you are applying for. 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