

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

WRITING INSTRUCTOR POSITIONS

The Engineering Communication Program has the following **Writing Instructor** 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 28, 2017

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

Writing Instructor 1: \$44.38 (as of January 1, 2017) plus 4% vacation pay

Writing Instructor 2: \$47.72 (as of January 1, 2017) plus 4% 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.

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 persons holding the rank of Writing Instructor II as per the conditions set out in Article 16.11.

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

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| <p>Engineering Strategies and Practice: APS111H1 F & APS112H1 S</p> <p>Position: Writing Instructor</p> <p>Course description: These courses introduce and provide 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. Building on the first course, the 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 again write a series of technical reports and give a team based design project presentation.</p> | <p>Number of Positions: Up to eight (8) positions.</p> <p>Estimated Enrolment: 900 students, in tutorial sections of approximately 30 students each.</p> <p>TA Support: TAs coordinate seminars and do most of the grading.</p> <p>Class Schedule: Students attend 3 one-hour lectures, and 1 two-hour tutorial per week. In the final three weeks of fall term, the tutorial becomes a seminar on a selected topic.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: 100 hours in the fall term and 100 hours in the winter term, including the exam period. Hours may be adjusted pending final enrolment figures. Writing Instructors are expected to be available for course related meetings during Reading Week.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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. Preferred qualifications include a PhD in an appropriate discipline (as above), TESL or CESLA certificate (or equivalent in ESL specialization or development of ESL curricula), familiarity with engineering communication practices and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include:</p> <ul style="list-style-type: none"> - attend 1 day to 1 ½ day course training session prior to start of term, as scheduled - attend regular training sessions for CI Teaching Team - 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 - meet with student teams for about 5 hours a week, both in and outside of tutorial times - conduct workshops and/or meet with students on certain week days between 5 and 7 p.m. - conduct weekly seminar on selected topic in final three weeks of fall term (3 x 2 hours) - grade students’ seminar presentation and participation - mark long answer on final exam (fall semester) - grade Preliminary Lessons Learned assignment and Lessons Learned assignment for each student in your tutorials - participate in final presentation rehearsals (winter semester) - interact with students on their Googledoc or in other shared virtual space <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"> • 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 28, 2017</p> |

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| <p>Engineering Strategies and Practice: APS111H1 F Professional Language Development Communication Instructor</p> <p>Position: Writing Instructor</p> <p>Course description: These courses introduce and provide 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. Building on the first course, the 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 again write a series of technical reports and give a team based design project presentation.</p> | <p>Number of Positions: One (1) position.</p> <p>Estimated Enrolment: 900 students, in tutorial sections of approximately 30 students each.</p> <p>TA Support: TAs coordinate seminars and do most of the grading.</p> <p>Class Schedule: Students attend 3 one-hour lectures, and 1 two-hour tutorial per week. In the final three weeks of fall term, the tutorial becomes a seminar on a selected topic.</p> | <p>Dates: Fall term September 1 – December 31, 2017</p> <p>Hours: 100 hours, including the exam period.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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. Preferred qualifications include a PhD in an appropriate discipline (as above), TESL or CESLA certificate (or equivalent in ESL specialization or development of ESL curricula), familiarity with engineering communication practices and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include:</p> <ul style="list-style-type: none"> - attend 1 day to 1 ½ day course training session prior to start of term, as scheduled - attend regular training sessions for APS 111 CI teaching team - attend regular CI meetings - contact students identified as DELNA Band 1 to offer support - meet with identified students, individually or in groups prior to deliverable deadlines to identify and plan strategies for addressing challenge areas as identified by the DELNA diagnostic - meet with identified students individually or in groups following return of deliverables to evaluate effectiveness of strategies - report regularly about uptake and progress of individual students <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"> • 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 28, 2017</p> |

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| <p>APS 490Y1 Y – Multidisciplinary Capstone Design</p> <p>Position: Writing Instructor</p> <p>Course Description: An experience in multi-disciplinary engineering practice through a significant, open-ended, client-driven design project in which student teams address stakeholder needs through the use of a creative and iterative design process.</p> | <p>Number of Positions (est.): One (1) position.</p> <p>Estimated Course Enrolment: 90 - 100</p> <p>Class Schedule: Students attend three to four workshops in the first part of each term, Thursdays 7–9 pm (note that this time may be subject to change, but will likely be in the evenings). Students will also meet with the Writing Instructor, in teams and/or individually, over the course of the year.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: 200 hours</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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 Bachelor’s degree in Engineering (any discipline), experience with multidisciplinary capstone design courses and teaching engineering communication, with strong written and oral communication skills, a demonstrated commitment to teaching in a multidisciplinary setting and demonstrated ability to work as part of a team. Preferred qualifications include familiarity with broader engineering communication practices. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties:</p> <ul style="list-style-type: none"> • Collaborate with APS490 lead committee members and other faculty to develop workshops and/or instructional materials for students and/or supervisors and/or clients • Collaborate on delivery of six or seven workshops over the year • Meet with teams and/or individual students throughout the year on written and oral deliverables | <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 28, 2017</p> |

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| <p>BME489H1 F Biomedical Systems Engineering Design</p> <p>Position: Writing Instructor</p> <p>Course Description: A capstone design project that provides students in the Biomedical Systems Engineering option with an opportunity to integrate and apply their technical knowledge and communication skills to solve real-world biomedical engineering design challenges. Students will work in small groups on projects that evolve from clinical partners, biomedical/clinical research and teaching labs, and commercial partners. At the end of the course, students submit a final design report and a poster for public exhibition.</p> | <p>Number of Positions (est.): One (1) position</p> <p>Estimated Course Enrolment: 35 students</p> <p>Class Schedule: Irregular</p> | <p>Dates: Fall term September 1 – December 31, 2017</p> <p>Hours: At least 20 hours.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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, Engineering, Communication, English, 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. Preferred Qualifications include a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include:</p> <ul style="list-style-type: none"> - meet with student teams working on proposals, reports, and presentations | <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 28, 2017</p> |

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| <p>ECE 496Y1 Y – Design Project</p> <p>Position: Writing Instructor</p> <p>Course Description: ECE496Y is a full-year course required for all fourth-year electrical and computer engineering students, allowing them to integrate the knowledge acquired over the first three years of study in the planning and execution of project proposed either by the student or by a supervisor.</p> | <p>Number of Positions (est.): Up to eight (8) positions.</p> <p>Estimated Course Enrolment: 300</p> <p>Class Schedule: Students attend an introductory lecture and one or two subsequent lectures. Otherwise, students work in teams, meeting with their supervisors and administrators on an individually determined schedule.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: Fall term: Total number of hours in each contract will depend on tutor availability. Winter term: 13 hours</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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. Preferred qualifications include a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties: In the fall term, up to eight Writing Instructors to meet with design teams to give feedback on their Draft Proposal. There are an estimated 100 teams; for each team, tutors will be contracted for one hour – ½ hour reading and preparation, ½ hour meeting. Meetings will take place in late September. Total number of hours in each contract will depend on tutor availability. In the winter term, up to eight Writing Instructors will attend Practice Oral Presentations. These take place over four weeks, either Tuesday or Thursday evenings, from 7 to 9 p.m. Total contract for each section will be 13 hours to account for time over-runs as well as an orientation/instruction team meeting.</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 28, 2017</p> |

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| <p>ECP Tutoring Coordinator</p> <p>Position: Writing Instructor</p> | <p>Number of Positions (est.): One (1) position.</p> <p>Estimated Course Enrolment: N/A</p> <p>Schedule: Flexible.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: 125 hours.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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. Preferred qualifications include a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties may include:</p> <ul style="list-style-type: none"> - Tutoring students in appointments in the ECP Tutoring Centre - Attending meetings for program planning, coordination and assessment - Coordinating printing and distribution of poster & bookmarks - Coordinating scheduling of tutoring shifts - Managing online booking system - Coordinating regularly scheduled Tutor meetings - Exploring ways to optimize use of tutor time - Developing initiatives to support students identified as requiring language support - Coordinating student focus groups, interviews and an online survey to evaluate use of online booking system - Overseeing collection of progress reports from tutors and provide Coordinator's & tutors' reports to the ECP Director and Program Assistant. Reports are due at the end of each term - Liaising with the Program Assistant to maintain current information on the ECP website and the online booking system - Liaising with Faculty associates to coordinate promotion of the tutoring service to students | <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 28, 2017</p> |

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| <p>ECP Tutoring</p> <p>Position: Writing Instructor</p> | <p>Number of Positions (est.): Up to ten (10) positions.</p> <p>Estimated Course Enrolment: N/A</p> <p>Schedule: Most tutoring takes place between 12-2 p.m. A limited number of morning and evening shifts are available. Tutors must be available for scheduled tutoring times.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: Up to 35 hours per term.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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 a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties may include:</p> <ul style="list-style-type: none"> - Tutoring students in-person in ½-hour sessions which they have booked online or in Drop-In sessions - Tutoring students in 1-hour online sessions, either through Google Docs or document upload - Writing up notes of the tutoring session - Attending regular meetings for ECP Tutors as scheduled | <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 28, 2017</p> |

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| <p>ESC 203H1 F – Engineering and Society</p> <p>Position: Writing Instructor</p> <p>Course Description: Through this course, students will examine the interrelations of science, technology, society and the environment (STSE), emphasizing a humanities and social sciences perspective. Students will consider models of ethical and critical thinking in order to develop their own framework for analyzing socio-technical issues. Students will have the opportunity to apply tools learned through persuasive writing and formal debate. Upon completion of the course, students will have an appreciation for the complex interaction between human society and technology, and models for how to analyze and evaluate the social, technological, political, and ethical dimensions of technology.</p> | <p>Number of Positions (est.): One (1) position.</p> <p>Estimated Course Enrolment: 15 students per 1-hour weekly session.</p> <p>Class Schedule: TBC</p> | <p>Dates: September 1 to October 31, 2017, with a possible extension to December 31, 2017. (Dates may be subject to change.)</p> <p>Hours: At least 12 and up to 30 hours.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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, Applied Linguistics, Communication, English, Engineering, Education, Technology Studies) with strong writing and oral communication skills, TESL certification or equivalent and a demonstrated commitment to teaching communication and demonstrated ability to work as part of a team. Preferred Qualifications include a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include: Preparing and leading weekly reading and speaking group for language learners needing support in comprehending ideas, and preparing to use them in course seminars.</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 28, 2017</p> |

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| <p>ESC 499 - Engineering Science Thesis</p> <p>Position: Writing Instructor</p> <p>Course Description: Every student in Fourth Year Engineering Science is required to prepare a thesis on an approved subject. Instructions concerning the thesis requirements are issued during the Winter Session of Third Year and copies may be obtained in the Division office. The weight allocated to the thesis in each option is shown in the Fourth Year curriculum. Full year theses are graded after submission in the Winter Session and the grade included in the weighted average for that session only.</p> | <p>Number of Positions (est.): Up to (3) positions.</p> <p>Estimated Course Enrolment: 190 students.</p> <p>Class Schedule: No scheduled class time. Varies, but duties will be predominantly at the end of the academic year, aside from possible workshops during the year.</p> | <p>Dates: Fall & Spring terms: Oct 2017; Feb 2018; March-April 2018</p> <p>Hours: At least 14 hours.</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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 a PhD in an appropriate discipline (as above), familiarity with engineering communication practices and/or training in second-language instruction at the university level and/or experience as an instructor in first year foundation course, Engineering Strategies and Practice. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include: Giving workshops on proposals, interim reports, and oral presentations for students working on their Engineering Science Thesis, and evaluating student thesis presentations. Presentations have yet to be scheduled, but the majority will occur between March 19 and March 30, 2018. Candidates will be expected to provide a list of available times for these presentations in February that will be used to schedule sessions. While it is possible to work around other commitments, it is imperative that candidates offer a significant number of daytime hours during this period. The total time commitment per contract will be at least 14 hours.</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 28, 2017</p> |

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| <p>MIE490 Y and MIE491 Y, Industrial Engineering Capstone Design and Mechanical Engineering Capstone Design</p> <p>Position: Writing Instructor</p> <p>Course Description: An experience in engineering practice through a significant design project whereby students teams meet specific client needs or the requirements of a recognized design competition through a creative, iterative, and open-ended design process.</p> | <p>Number of Positions (est.): One (1) position.</p> <p>Estimated Course Enrolment: 325</p> <p>Class Schedule: Students attend one to two workshops in the first part of each term, Thursdays 6 – 8 pm (note that this time may be subject to change, but will likely be in the evenings). Students will also meet with the Writing Instructor, in teams and/or individually, over the course of the year.</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: 200 hours</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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 Bachelor’s degree in Engineering (any discipline), experience with multidisciplinary capstone design courses and teaching engineering communication, with strong written and oral communication skills, a demonstrated commitment to teaching in a multidisciplinary setting and demonstrated ability to work as part of a team. Preferred qualifications include familiarity with broader engineering communication practices. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties:</p> <ul style="list-style-type: none"> • Collaborate with MIE490/491 communication coordinator and other TAs to develop workshops and/or instructional materials for students and/or supervisors and/or clients • Collaborate on delivery two to four workshops over the course of the year • Mentor team of TAs, including providing feedback on interactions with students • Meet with teams and/or individual students throughout the year on written and oral deliverables | <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 28, 2017</p> |

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| <p>Professional Language Development Associate</p> <p>Position: Writing Instructor</p> <p>Course description: N/A</p> | <p>Number of Positions: One (1) position.</p> <p>Estimated Enrolment: N/A</p> <p>TA Support: N/A</p> <p>Class Schedule: N/A</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: 230 hours</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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, Applied Linguistics, Communication, English, Engineering, Education, Technology Studies) with strong writing and oral communication skills, TESL certification or equivalent and a demonstrated commitment to teaching communication and demonstrated ability to work as part of a team. Flexible availability is a requirement for these positions.</p> <p>Preferred qualifications include a PhD in an appropriate discipline (as above), familiarity with advanced second-language education practices and/or experience as an instructor in a multilingual context. Also considered assets are experience in curriculum development, tutoring and/or working with a diverse group of students.</p> | <p>Duties include:</p> <ul style="list-style-type: none"> - Coordinate with PLD coordinator - Coordinate with First Year Office in the administration of DELNA screening, DELNA diagnostic, gathering and processing DELNA screening and diagnostic results - Handle all email correspondence to notify students of their results - Schedule workshops and other support opportunities. - Collect and process analytic rubrics from diagnostics. - Conduct support activities (i.e. workshops, seminars, prep sessions) in collaboration with PLD coordinator. - Set up tracking of 2016-17 identified students in their selected disciplines. - Gather and organize from Registrar's office relevant statistics (GPA, transfers, attrition,). - Collect and process analytic rubrics from 2nd year assignments as identified by PLD coordinator. | <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 28, 2017</p> |

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| <p>Professional Language Development Diagnostic Assessment</p> <p>Position: Writing Instructor</p> <p>Course description: Diagnostic Assessment</p> | <p>Number of Positions: Up to eight (8) positions.</p> <p>Estimated Enrolment: ~ 600 students</p> <p>TA Support: None</p> <p>Class Schedule: Assessment will take place across the course of the school year (September to April), although there will be some flexibility in terms of deadlines (hard deadlines will be at the end of each term, i.e., December and April).</p> | <p>Dates: Fall & Winter terms September 1, 2017 – April 30, 2018</p> <p>Hours: Up to 80 hours</p> <p>Salary: The salary rates, in accordance with the CUPE 3902 Unit 3 Collective Agreement, are as follows: Writing Instructor 1: \$44.38 (as of Jan 1, 2017) plus 4% vacation pay. Writing Instructor 2: \$47.72 (as of Jan 1, 2017) plus 4% 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, Applied Linguistics, Communication, English, Engineering, Education, Technology Studies) with strong writing and oral communication skills, TESL certification or equivalent and a demonstrated commitment to teaching communication and demonstrated ability to work as part of a team. Flexible availability is a requirement for these positions.</p> <p>Preferred qualifications include a PhD in an appropriate discipline (as above), familiarity with advanced second-language education practices and/or experience as an assessor of second and/or additional language student writing.</p> | <p>Duties include:</p> <ul style="list-style-type: none"> - Meeting with Professional Language Development Coordinator and team of assessors for benchmarking sessions (approximately once per month) - Performing diagnostic assessments of individual written assignments - Recording and reporting results in a timely manner | <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 28, 2017</p> |