

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

WRITING INSTRUCTOR POSITION

The Engineering Communication Program has the following **Writing Instructor** 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: August 30, 2017

Closing Date: September 4, 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.

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>MIE 243 Mechanical Engineering Design Professional Language Development Communication Instructor</p> <p>Position: Writing Instructor</p> <p>Course description: This course is an introduction to basic mechanical parts and mechanisms. It provides instruction in fundamental engineering drawing, sketching and software drawing. Students participate in a competitive design project that requires a technical report and 3D printing. The instruction and assessment of communication centers around course deliverables that form part of an ongoing design portfolio. The course is a vehicle for understanding problem solving and developing communications skills.</p>	<p>Number of Positions: One (1) position.</p> <p>Estimated Enrolment: 200 students,</p> <p>TA Support: TAs coordinate seminars and do most of the grading.</p> <p>Class Schedule: Students attend 3 one-hour lectures, 1 two-hour lab and a 2-hour tutorial per week.</p>	<p>Dates: September 7, 2017 – December 31, 2017</p> <p>Hours: 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, 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"> - contact students identified as DELNA Band 1 to offer individual support prior to portfolio deadlines and after diagnostics have been completed on their portfolio excerpts - meet with students to identify and plan strategies for addressing challenge areas as identified by the DELNA diagnostic - observe team meetings and complete the oral diagnostic assessment for identified students - meet with students subsequent to observation to identify and plan strategies for addressing challenge areas as identified by the diagnostic - report regularly about uptake and progress of individual 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>SEPTEMBER 4, 2017</p>