The School of Criminology invites applications for the position of:

Course Supervisor – Spring 2020

Please note that all Sessional Instructor positions involve membership in the Teaching Support Staff Union (TSSU); and are subject to both sufficient enrollment in the course, and budgetary authorization. The School of Criminology follows Article XIV (E.2) of the TSSU-SFU Collective Agreement when hiring Sessional Instructors.

**DURATION:** January 1, 2020 – April 29, 2020

**APPLICATION DEADLINE:** September 24, 2019

Your complete application, including the application form, must be submitted by email to crimjobs@sfu.ca. Applications may be addressed to the attention of the Director, School of Criminology, Simon Fraser University.

**POSITIONS AVAILABLE**

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<td>Introduction to Criminology</td>
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<td>CRIM 210</td>
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**QUALIFICATIONS:**

- Minimum MA in Criminology or equivalent, completion of PhD coursework preferred (unless otherwise noted below).
- Demonstrable teaching experience and/or practical experience in the course for which you are applying.
- Teaching expertise in the area/field.
- Knowledge of relevant teaching tools is required, including Canvas and Microsoft Office Applications.
- The ability to supervise Tutor Markers in accordance with the TSSU/SFU Collective Agreement.

**DOCUMENTS REQUIRED:**
All qualifications must be evidenced via the following documents:

- A current resume/curriculum vitae.
- A list of past courses taught at SFU and/or another University or College, and a summary of the teaching employment evaluations for those courses.
- Two letters of reference from within the past two years, including at least one from a department/school/program for which courses have been taught, if the applicant has not taught for SFU Criminology in the last two years.
- Proof of the applicant’s highest degree, if the applicant has not taught for SFU Criminology in the last two years.
REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:

- Works closely with the Undergraduate Chair/Program Director, and with Tutor Markers.
- Responsible to the School Director or her/his designate for overseeing the operation of the course during the term of appointment.
- Assists Tutor Markers with the course material and with any problems which arise.
- Consults with Tutor Markers regarding instructional information and guidelines for marking assignments and providing feedback to students.
- Responds to inquiries from Tutor Markers on behalf of students; preparing examinations as requested by the Centre for Online and Distance Education.
- Oversees grading, ensuring the School’s grading policies are being applied, that grading standards are maintained, and that marks are both appropriate and uniformly applied.
- Submits the final grades for students in the course.
- Consults with the Tutor Marker before changing marks assigned by the Tutor Marker.
- Manages grade appeals, as necessary, in a timely manner.

OTHER INFORMATION: The School may interview a short list of candidates. Some qualifications/documents may be waived for graduate students enrolled in the SFU program in which they are applying to teach.

EQUITY: The University is committed to the principle of equity in employment. (See Policy GP 19.)

PRIVACY: The information submitted with an application is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)), applicable federal and provincial employment regulations and requirements, the University’s non-academic employment policies and applicable Collective Agreements. The information is related directly to and needed by the University to initiate the employment application process. The information will be used to contact references supplied by an applicant, evaluate an applicant’s qualifications, and complete the employment process by making a hiring decision. Applicant information may also be disclosed to the TSSU in accordance with Article XIII F.3.1.b of the Collective Agreement. If you have any questions about the collection, use and disclosure of this information please contact the Associate VP, Human Resources, Simon Fraser University, Burnaby, BC V5A 1S6. Telephone 778-782-3237.