The School of Criminology invites
Applications for the position of:
Course Supervisor

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.

NEW*** COURSE SUPERVISOR POSTINGS FOR SPRING 2019 (1191)

CRIM 320 CODE (Distance Education) Quantitative Research Methods in Criminology

DURATION: January 2, 2019 – April 30, 2019

APPLICATION DEADLINE: Monday, December 3, 2018 at Noon.

Please send applications to the attention of the Director, School of Criminology, Simon Fraser University, 8888 University Drive, Burnaby BC, V5A 1S6.

QUALIFICATIONS:
- Minimum MA in Criminology, or equivalent, completion of PhD coursework preferred, evidenced by a current CV (curriculum vitae).
- Demonstrable teaching experience and/or practical experience in courses for which you are applying as documented in a current resume/curriculum vitae.
- Teaching expertise in the area/field.
- Knowledge of relevant teaching tools (eg. SPSS, Canvas).
- The ability to supervise Tutor/Markers in accordance with the TSSU-SFU Collective Agreement.

DOCUMENTS REQUIRED:
- A current resume/curriculum vitae.
- A list of past courses taught or supervised at SFU and/or another University or College, and the teaching employment evaluations for those courses.
- Two letters of reference, including at least one from a department/school/program for which courses have been taught.

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 department/school/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**.