The Department of French invites applications for the position of:

Sessional Instructor

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 Department of French follows Article XIV (E.2) of the TSSU-SFU Collective Agreement when hiring Sessional Instructors.

COURSE:  FREN 222F, French Writing II (3)
This course is for the French Cohort Program.

LOCATION:  Burnaby Campus

DURATION:  January 2 – April 30, 2019

SCHEDULE:  Wednesday/Friday, 10:30-12:20

RESERVE SESSIONAL INSTRUCTOR POSITION:  Yes ☐  No ☑
While priority will be given to Graduate Students and Postdoctoral Fellows in awarding this RESERVED position, all Sessional Instructors are encouraged to apply. In the event the position is not filled by a Graduate Student or Postdoctoral Fellow, it will be filled by another qualified applicant in accordance with Article XIV E of the Collective Agreement.

APPLICATION DEADLINE:  November 5, 2018

Please send applications to the attention of the Chair of the Department of French, Simon Fraser University, 8888 University Drive, Burnaby BC, V5A 1S6. Electronic submissions may be sent to frensech@sfu.ca.

QUALIFICATIONS:
• MA or equivalent combination of education and teaching experience in French at the university level.
• Demonstrable teaching experience and/or practical experience in French grammar, grammatical analysis and the process of writing, as documented in a current curriculum vitae and sample detailed course outline.
• Teaching expertise in the area/field.
• Native or near native-level oral and written French.
• Knowledge of relevant teaching methods.
• If relevant, the ability to supervise Teaching Assistants in accordance with the TSSU-SFU Collective Agreement.

DOCUMENTS REQUIRED:
• A current resume/curriculum vitae.
• A list of past courses taught at SFU and/or another University or College, and a Supervisor’s evaluations of the applicant’s performance when teaching those courses.
• Three current letters of reference, including at least one from a department/school/program for which courses have been taught, unless the applicant has recently taught for the department/school/program to which he or she is applying.
• An example of a detailed (e.g., week by week) course outline.

REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:

• Works closely with the Undergraduate Chair/Program Director, and with Teaching Assistants (if relevant).
• Delivers instruction, the content of which is approved by the Chair/Director of the department/school/program.
• Manages electronic and/or other platforms for the effective delivery of instruction.
• If relevant, oversees Teaching Assistants while adhering to TSSU guidelines.
• If relevant, holds regular meetings with Teaching Assistants to ensure continuity and cohesiveness in the course.
• Holds regular office hours for students.
• Undertakes the grading of assignments and examinations per the grading policies/practices of the department/school/program and, if relevant, oversees the work of Teaching Assistants to ensure that grading standards are maintained and that marks are both appropriate and uniformly applied.
• Compiles final examination and Term marks, and submits the final grades for students in the course.
• Manages grade appeals, as necessary, in a timely manner.

OTHER INFORMATION: Departments/schools/programs 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.

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