Confirmed by the Office of the Dean:

Pending Budgetary Approval:
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement: [ ]

**Posting Number:** For Office of the Dean

**Posting Date:** For Office of the Dean

**Closing Date:** For Office of the Dean

**Position Title:** -----

**Department/Program:** -----

**Course Number:** -----

**Course Title:** -----

**Campus Location**: Choose an item.

**Position Start Date: --**

**Position End Date: --**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** -----

**Maximum Hours for Hourly Positions:** -----

**Projected Enrolment:** -----

\*Individuals with 5 years of continuous service receive 6% vacation pay

**NOTE:**

* **This position may be subject to Right of First Refusal.**
* **If you are an enrolled Trent University Graduate student applying for this position, complete the** [**Trent University Graduate Student Approval Form**](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/Graduate%20Studies%20Course%20Instructor%20Approval%20Form%202023%20Fillable.pdf) **and submit it with your application.**
* **Class times and locations are subject to change. Details can be found at:** [**www.trentu.ca/timetable**](http://www.trentu.ca/timetable)

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)

* Class times and locations are subject to change (and some components of the course should be delivered asynchronously). Details of class schedules can be found on the Trent website: [class timetables](http://www.trentu.ca/timetable)
* Design, organize and present complete course syllabus in accordance with the calendar description as approved by the Chair and the Office of the Dean of Arts & Science
* Prepare, deliver and facilitate course remotely using Blackboard Learning Management System with particular attention to timely and effective online interactions with students, so as to ensure quality learning experiences and outcomes (e.g., discussion boards, Blackboard Collaborate, Voice Thread)
* Facilitate discussion and answer student questions
* Assign and grade student work within the established timeline
* Design and administer assessments, tests and examinations
* Mark and grade student work and calculate all final marks for enrolled students
* Maintain office hours for student consultation using Skype, Zoom conference or Blackboard Collaborate
* Prompt communication with students, Departmental Chair and Academic Administrative Assistant
* Provide grade breakdowns (with student info, assignment type, weighting, and grade clearly indicated) to the office by the grade submission deadline
* Retain formal appealable work in accordance with appeals regulations (allowing time for RO to process appeal and forward to dept.), and instructor must have active contact info on file for that period
* Fulfil any other duties associated with managing the course, such as submitting exam copies to CAT if required

**QUALIFICATIONS:**

* Ph.D. Choose an item. in the area of ------------- is an asset
* Specialized knowledge of the course subject matter as evidenced by research activity and/or prior teaching experience
* Demonstrated evidence of high-quality teaching at the university level
* Strong organizational, administrative, interpersonal and communication skills
* Proficiency and independence using Blackboard Learning Management System to remotely deliver course lectures, workshops, laboratories and tutorials
* Experience using digital learning resources and assessments with students
* The candidate must be familiar with the range of [topics/concepts/theories/methods/applications]
* Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration

APPLICATION PROCEDURES: (Required supporting documentation, transcripts, CV, Referees, etc.)

* Application letter accompanied by a full C.V. stating teaching experience, plus names and addresses of two referees.
* Please forward application and documentation to: ---------

**Curriculum Vitae and past teaching evaluations. Please note: a CUPE member’s previous two years of course evaluations may be reviewed by the Chair in relation to this CUPE posting**

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact  **chair of the department @trentu.ca**

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.