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:** --

**Position Start Date:** --

**Position End Date:**  --

**Campus Location**: Remote

**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)

* Prepare, deliver and facilitate workshops as scheduled
* Facilitate discussion and answer student questions
* Development and administration of tests and examinations
* When an in-person final exam is necessary, ensure availability to participate in invigilation
* Mark and grade student work and calculate all final marks for enrolled students, within the established timeline
* Maintain 1 or more office hours per week for student consultation outside of scheduled class time
* Prompt communication with students, Departmental Chair and Academic Administrative Assistant
* Grade breakdowns (with student info, assignment type, weighting, and grade clearly indicated) must be returned to the office by the grade submission deadline
* Exams must be returned to the department office once grading is complete
* Formal appealable work must be retained 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
* Fulfilling any other duties associated with managing the course, such as submitting exam copies to CAT if required.

**QUALIFICATIONS:**

* Education Required Click or tap here to enter text.
* Specialized knowledge of the course subject matter as evidenced by research activity and/or prior experience
* Strong organizational, administrative, interpersonal and communication skills
* Demonstrated evidence of high-quality teaching at the university level, specifically web-based courses
* Experience in using digital learning resources and assessments
* Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration
* High level of proficiency and independence using Blackboard Learning Management System

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

● a cover letter

● an up-to-date curriculum vitae

● names, phone numbers and e-mail addresses of three references

● if applicable, include letter from Chair to verify ROFR status

Please forward application and documentation to: ---------

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.