

Confirmed by the Office of the Dean: RG

Pending Budgetary Approval: YES

Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

Posting Number: 21-480

Posting Date: July 6, 2021

Closing Date: August 13, 2021

Position Title: Course Instructor

Department/Program: Chemistry

Course Number: CHEM 4150H

Course Title: Green Chemistry and Sustainable Synthesis

Position Start Date: January 1, 2022

Position End Date: April 30, 2022

Campus Location: Peterborough

Base Stipend or Hourly Rate (Excl. 4% vacation pay): \$7,718.78

Maximum Hours for Hourly Positions: NA

Projected Enrolment: 28

NOTE: This position may be subject to Right of First Refusal.

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

- Design, organize and present complete course syllabus in accordance with the calendar description as approved by the Chair or Director, Department and the Office of the Dean of Arts & Science.
- Principal responsibility for the course (lectures, seminars and labs where applicable)
- Prepare, deliver and facilitate course lectures and/or seminars and workshops as scheduled
- Facilitate discussion and answer student questions
- Assign and grade student work within the established timeline
- Development and administration of tests and examinations
- Invigilate examinations
- Mark and grade student work and calculate all final marks for enrolled students
- 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
- Have the flexibility to implement alternative modes of teaching in the event campus courses are interrupted or offered remotely
- Fulfilling any other duties associated with managing the course, such as submitting exam copies to CAT if required.

QUALIFICATIONS:

- Ph.D. preferred; in the area of **Chemistry** 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: **Andrew Vreugdenhil, Chair, Department of Chemistry, chemistry@trentu.ca (Please quote the posting # in the subject line).**

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 **chemistry@trentu.ca**

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