

**The Language Training Institute invites  
applications for the positions 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 Language Training Institute (LTI) follows Article XIV (E.2) of the TSSU-SFU Collective Agreement when hiring Sessional Instructors.*

**COURSES:**

Course	Title	Location	Term	Tentative Schedule
ARAB 134	Introductory Arabic I	Burnaby	Fall	WF 10:30-12:20 pm
CHIN 201	Mandarin Chinese IV	Burnaby	Fall	MW 2:30-4:20 pm
LANG 148	Introductory Punjabi I	Burnaby	Fall	MW 4:30-6:20 pm
LANG 148	Introductory Punjabi I	Surrey	Fall	MW 12:30-2:20 pm
PERS 118	Introductory Persian I	Burnaby	Fall	TR 2:30-4:20 pm
SPAN 102	Introductory Spanish I	Burnaby	Fall	TR 10:30-12:20 pm
SPAN 306	Spanish-English Translation	Burnaby	Fall	TR 2:30-4:20 pm

**DURATION:** September 1 to December 22, 2017

**RESERVE SESSIONAL INSTRUCTOR POSITION:** Yes  No X (none are reserved)

*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:** June 12, 2017

**Please send applications to the attention of the Director of the Language Training Institute, Dr. Robert Gordon. To submit, please email your complete application to [ltijobs@sfu.ca](mailto:ltijobs@sfu.ca)**

**QUALIFICATIONS:**

The following qualifications must be demonstrated via the required documents:

- PhD or MA or equivalent in a relevant area
- Demonstrable practical experience in the teaching of the relevant language, as documented in a current *resume/curriculum vitae* and example detailed course outline.
- Knowledge of relevant teaching methods.
- If relevant, the ability to supervise Teaching Assistants in accordance with the TSSU-SFU Collective Agreement.
- For SPAN 102, knowledge and experience of online learning technologies and their application for credit courses.

**DOCUMENTS REQUIRED:**

The following documents must be submitted as part of your application:

- A current *resume/curriculum vitae*.
- A list of past courses taught at SFU and/or another University or College.
- Copies of the teaching employment evaluations for courses taught within the past year.
- Three letters of reference, including at least one from a department/school/program for which courses have been taught (unless the applicant has taught for LTI within the past year, in which case references can be omitted).
- A brief course outline and a more detailed (e.g., week by week) course outline.
- A statement of the applicant's teaching pedagogy.

**REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:**

Duties of this position include:

- Works closely with the Undergraduate Chair/Program Director, and with Teaching Assistants if relevant.
- Delivers instruction, the content of which is approved by the Director of LTI.
- 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 unit and 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.
- For SPAN 102, designs and implements a flipped classroom course.

**OTHER INFORMATION:** The unit 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](tel:778-782-3237).