The Language Training Institute invites applications for the positions of:

Sessional Instructor

Posting September 27, 2017

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Location</th>
<th>Term</th>
<th>Tentative Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 101</td>
<td>Mandarin Chinese II</td>
<td>Burnaby</td>
<td>Spring 2018</td>
<td>Wed &amp; Fri 8:30-10:20 am</td>
</tr>
<tr>
<td>CHIN 152</td>
<td>Spoken Mandarin II</td>
<td>Burnaby</td>
<td>Spring 2018</td>
<td>Mon &amp; Wed 12:30-2:20pm</td>
</tr>
<tr>
<td>LANG 148</td>
<td>Introductory Punjabi I</td>
<td>Burnaby</td>
<td>Spring 2018</td>
<td>Mon &amp; Wed 4:30-6:20 pm</td>
</tr>
<tr>
<td>LANG 148</td>
<td>Introductory Punjabi II</td>
<td>Surrey</td>
<td>Spring 2018</td>
<td>Mon &amp; Wed 12:30-2:20 pm</td>
</tr>
</tbody>
</table>

DURATION: January 1 to April 29, 2018

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: October 10, 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

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.
- Knowledge of relevant teaching methods.
- If relevant, the ability to supervise Teaching Assistants in accordance with the TSSU-SFU Collective Agreement.
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 two years, in which case references can be omitted).
- A brief outline of the course being applied for and an example of a more detailed (e.g., week by week) course outline from a past course.
- 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.

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**.