The Asia Canada Program invites applications for the position of:

**Sessional Instructor**

**Teaching Support Staff Union (TSSU)**

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 Asia Canada Program follows Article XIV (E.2) of the TSSU-SFU Collective Agreement when hiring Sessional Instructors.

**COURSE:** ASC 101-3: Introduction to Asia-Canada

**LOCATION:** Surrey Campus, Thursday 4:30 – 7:20 (Lecture)

**DURATION:** January 1, 2018 to April 29, 2018

**RESERVE SESSIONAL INSTRUCTOR POSITION:** Yes ☐ No x

**APPLICATION DEADLINE:** Tuesday, October 31, 2017. Please send applications to the attention of the Manager, Asia Canada, Alice Hartley. Email: ahartley@sfu.ca or mail to Department of Humanities, Simon Fraser University, 8888 University Drive, Burnaby BC, V5A 1S6.

**QUALIFICATIONS:**

- Minimum MA in Asian Canadian Studies or equivalent, completion of PhD coursework preferred.
- Demonstrable teaching experience and/or practical experience in historical and contemporary Asian-Canadian issues as documented in a current CV and example detailed course outline.
- Teaching expertise in the area/field.
- Knowledge of relevant teaching methods.
- The ability to supervise Teaching Assistants in accordance with the TSSU-SFU Collective Agreement.

**DOCUMENTS REQUIRED:**

- A current curriculum vitae
- A list of past courses taught at SFU and/or another University or College, and the teaching evaluations from these courses.
- Three current letters of reference, including at least one from a department/school/program for which courses have been taught, unless the applicant has recently taught for the department.
- A brief course outline
- Statement of applicant's teaching pedagogy

Evaluation of the adequacy of these qualifications is at the Program Director’s discretion.
REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:

• Works closely with the Undergraduate Chair/ Department Chair/ Department Manager
• Delivers instruction of all course content
• Manages platforms for the effective delivery of instruction
• Oversees Teaching Assistants while adhering to TSSU guidelines.
• 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 Asia Canada Program
• Compiles final examination and term marks, and submits the final grades for students in the course
• Assesses grade appeals and DE grades as needed

OTHER INFORMATION: Departments may interview a short list of candidates.

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.