



Writing and Rhetoric Program (Innis College)
Sessional Lecturer Position (2018 Spring Session)

Course title: INI104H1S Writing Reports

Posting Date: May 10, 2017
Closing Date: June 10, 2017 @ 5:00 P.M.

Course description: This writing-intensive course introduces students to the fundamentals of report writing within an interdisciplinary context. Students focus on improving writing skills appropriate to report writing genres. Informal, formal, research, and professional workplace reports are examined in terms of purpose, audience, structure, style, persuasive strategies, and use of visual rhetoric (tables, charts, graphs).

Estimated enrolment: 60 – 100
Estimated TA support: 190 hours
Class schedule: Lectures: Mondays, 1:00–3:00 pm
Sessional dates of appointment: January 1, 2018– April 30, 2018
(All positions include the completion of any grading not completed by April 30, 2018.)

Salary: Salary will be the stipend rate for a Sessional Lecturer I of \$7,359.07, Sessional Lecturer I Long-Term of \$7,498.50, Sessional Lecturer II of \$7,823.85 and Sessional Lecturer III of \$8,185 for a HCE course (inclusive of vacation pay).

Please note that should rates stipulated in the Collective Agreement vary from rates stated in this posting, the rates stated in the Collective Agreement shall prevail.

Qualifications:

Required:

- MA in English literature, rhetoric, professional writing, or related field
- Extensive experience teaching business writing
- Extensive experience as a course instructor at the undergraduate or college level
- Experience teaching students who have English as an additional language
- Thorough knowledge of the conventions of business writing

Preferred:

- Extensive experience teaching business reports
- Extensive experience marking undergraduate professional writing assignments
- Experience teaching undergraduate business or management students
- Experience supervising a teaching assistant

Duties of Sessional Lecturer: The Sessional Lecturer will help create a syllabus for the course and order appropriate textbooks, in consultation with the Director of the Writing and Rhetoric program. He or she will lecture once per week, grade assignments and exams, hold office hours each week, see students by appointment, answer questions through email, and supervise the work of the course teaching assistant.

How to submit an application: Those interested should email a curriculum vitae (by Word attachment) and the CUPE 3902 Unit 3 application form (found here: <http://cupe3902.org/wp-content/uploads/2011/05/CUPE-3902-Unit-3-Application-Form-June-2012.pdf>) to:

Mr. Varun Malik, Business Services Coordinator
Innis College, 2 Sussex Ave., Toronto, ON, M5S 1J5 (HR.innis@utoronto.ca)

Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement.

Preference in hiring will be given to qualified individuals advanced to the rank of Sessional Lecturer II or Sessional Lecturer III in accordance with Article 14:12.

This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.