



UNIVERSITY OF TORONTO

CUPE 3902 (Unit 3) Job Posting

Writing & Rhetoric Program (Innis College) Sessional Lecturer Position (2017 Summer Session)

Course title: INI 300H1F, Strategic Writing for Business and the Professions: Theory & Practice

Posting Date: March 3, 2017

Closing Date: March 24, 2017 @ 5:00 P.M.

Course description: This writing-intensive, upper-level course is designed to teach students to recognize the rhetoric of the workplace and to communicate effectively using discourse appropriate to business, government, and not-for-profit organizations. The course will examine not simply what is said in the workplace, but also the rhetorical strategies underlying speech and writing. Assuming the roles of professionals who write, students will adapt university research and writing skills to modes of expression appropriate in other sectors. The growing body of scholarship on workplace writing will play an important role in the course, as will readings in ethical reasoning. Through case study, students will explore the ways in which employees struggle with ethical problems, professional writers cope with multiple audiences, and members of an organization initiate change. (Note: students do not write essays in this course.)

Estimated enrolment: 50

Estimated TA support: None

Class schedule: Lectures: Tuesdays and Thursdays, 10 am-1 pm No tutorials.
(Note: schedule cannot be changed.)

Sessional dates of appointment: May 2017–June 2017

Salary: Minimum stipend rate for Sessional Lecturer I of \$7,359.07 and Sessional Lecturer II of \$7,823.85 for a half-year course.

Qualifications:

Required:

- MA in English literature, rhetoric, professional writing, or related field.
- Extensive experience teaching business writing
- Extensive experience as a course instructor

Preferred:

- Thorough knowledge of conventions of business writing.
- Extensive experience teaching job applications and business reports.
- Extensive experience marking undergraduate professional writing assignments.

Duties of sessional lecturer: The sessional instructor will teach Strategic Writing (INI 300H). The instructor will help create a syllabus for the course and order appropriate textbooks, in consultation with the Writing and Rhetoric program director. He or she will lecture twice per week for three hours each class, grade all assignments, hold office hours each week, see students by appointment, and answer questions through email.

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://www.hrandequity.utoronto.ca/resources/forms.htm#recruitment>) 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.