



**Writing and Rhetoric Program (Innis College)
Sessional Lecturer Position (Fall 2017)**

Course title: INI 302H1F (L0101) Strategic Writing for Business and the Professions: Theory & Practice

Posting Date: May 10, 2017

Closing Date: June 10, 2017 @ 5:00 pm

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.

Estimated enrolment: 55 (open to Rotman Commerce Students only)

Estimated TA support: 146 Hours

Class schedule: Lectures: Mondays 3–5 p.m.

Sessional dates of appointment: September 1, 2017– December 31, 2017

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
- Experience teaching students who have English as an additional language

Preferred:

- Thorough knowledge of conventions of business writing
- Extensive experience teaching job applications and 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 Writing and Rhetoric program director. He or she will lecture once per week, grade all assignments, annotate non-credit assignments (case analyses), 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.