COURSE CO-INSTRUCTOR POSITION AVAILABLE

Term Adjunct appointment anticipated for Summer Term 2022

WRIT 125/3.0 – Fundamentals of Academic Essay-writing

Arts and Science Online

Queen’s University, Kingston, ON CAN K7L 3N6

Arts and Science Online in the Faculty of Arts and Science at Queen’s University invites applications from suitably qualified candidates interested in jointly teaching WRIT 125/3.0 – Fundamentals of Academic Essay-writing. This is an online undergraduate course with an expected enrolment of 200 students. The co-instructorship involves anticipated delivery of the course with the current co-instructor in the summer term. This is a term appointment for the period of May 1, 2022 to August 31, 2022, with the course in session from May 9 – July 29, 2022.

Candidates should have an MA or PhD in Writing Studies, English Literature, and/or Education and teaching experience at the University level in writing, composition, communications, or a related discipline as well as experience working within an online learning management platform (such as onQ). Candidates should also have experience in course design, development, and online delivery.

As this course is being offered online, in addition to expertise in the relevant academic subject, a successful candidate as the Course Co-Instructor will need to:

- be comfortable with working in partnership with a co-instructor and Arts and Science Online in the delivery of the course
- have regular access to high-speed internet and a computer that meets current specifications
- be open to learning how to use new technologies in order to be effective in the virtual environment
- be willing to take an active role in delivering the course and communicating regularly with students
- be willing to provide students with timely and constructive feedback
- be flexible in terms of availability, which may include offering online office hours via the web at times outside of the regular 9-5 work week, and
- be comfortable supervising a team of Teaching Assistants.

The online course is already developed, so teaching duties would primarily consist of assisting in updating those materials, engaging students throughout the course to facilitate their learning and providing effective feedback. Support from Arts and Science Online will be provided to assist in the management of course activities.

The University invites applications from all qualified individuals. Queen’s is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.
The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require accommodation during this process, please contact: Wanda Beyer at wb26@queensu.ca.

The academic staff at Queen's University are governed by the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University, which is posted at http://www.queensu.ca/facultyrelations/faculty-librarians-and-archivists/queens-qufa-collective-agreement.

To comply with federal laws, the University is obliged to gather statistical information as to how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship; however, all applications must include one of the following statements: “I am a Canadian citizen / permanent resident of Canada”; OR, “I am not a Canadian citizen / permanent resident of Canada”. Applications that do not include this information will be deemed incomplete.

Applications should include a complete and current curriculum vitae, letters of reference from two referees, and any other relevant materials the candidate wishes to submit for consideration such as a letter of intent, teaching dossier, etc. Please arrange to have applications and supporting letters sent electronically to:

Writing Advisory Committee
In care of – Wanda Beyer
wb26@queensu.ca
Arts and Science Online, Faculty of Arts and Science
Queen’s University
Kingston, Ontario, Canada K7L 3N6

Applications will be received until January 28, 2022. Review of applications will commence shortly thereafter, and the final appointment is subject to budgetary approval. Additional information about the Arts and Science Online can be found at http://www.queensu.ca/artsci_online/

Course Description:

A study of the basic principles of academic writing, including a series of assignments that emphasize logical organization, stylistic clarity, and grammatical precision.