

UNIVERSITY OF TORONTO MISSISSAUGA
Department of Management
Job Posting – Course Instructor Positions
Fall 2024 Session (September 1, 2024 – December 31, 2024)

The Department of Management has the following Course Instructor positions available for the **Fall 2024** academic term and invites applications from suitably qualified candidates. No late applications will be considered. A list of all courses offered by the Department of Management and their exclusions can be found in the [Academic Calendar](#).

All posted jobs are subject to the parameters as listed below:

Posting Date: July 4, 2024

Closing Date: July 25, 2024 (**Applications must be sent to the jobs.utmm@utoronto.ca account by no later than 11:59pm**). Applicants can expect to hear back within 3 weeks of the closing date.

Dates of Appointment: Appointment periods for F courses run September 1, 2024 to December 31, 2024.

Salary: The salary rate (excluding 4% vacation pay), in accordance with the CUPE 3902, Unit 1 Collective Agreement effective January 1, 2024 is as follows:

Course Instructor:	\$9,094.13 (0.5 FCE)
Course Instructor (first CI appointment):	\$10,163.28 (0.5 FCE)

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.

Minimum TA Support: 0.75 hours (minimum) estimated per enrolled student.

Application Procedure:

Only formal applications will be entertained. A SEPARATE application package is required for each course applied to. The application package for EACH course must include a **single file in PDF format**, containing the following in order:

- 1) Completed application form available online here:
<https://www.utm.utoronto.ca/management/media/377/download?inline>
- 2) Current Curriculum Vitae (including valid e-mail address).

Submit completed application by email to: jobs.utmm@utoronto.ca

PDF File Format Name: "LastName, FirstName_Course Code"

Email Subject: "LastName, FirstName_Course Code"

Only offers of employment through the normal contracting process that originate from the administrative offices of the Department of Management are valid, all other offers made are void.

Notes:

Applicants must be undergraduate students, graduate students or postdoctoral fellows of the University of Toronto. Those that do not fall in to this category should not apply for these positions. They should instead apply for positions posted under the Unit 3 collective agreement when available.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

During employment, to request accommodation from the University, please contact Health & Wellbeing Programs & Services at hwb@utoronto.ca and/or **Program Coordinator, Department of Management** (KN 216) Kaneff Building, 3359 Mississauga Road, Mississauga, ON, L5L 1C6, jobs.utmm@utoronto.ca. For more information about accommodations at U of T, please visit our Accommodation webpage.

The hiring criteria for Course Instructors positions are academic qualifications, the need to acquire experience, previous teaching experience and previous satisfactory employment under the provisions of this Collective Agreement.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

The position(s) posted is (are) tentative, pending final course determinations and enrolments.

Course Number and Title: MGT260H5F LEC0101 Managing Human Potential

Course Description

(Formerly MGT460H5) Human resource management is studied from the perspective of the manager/practitioner. The course focuses on current theory and practices in the major functions of human resource management. Class exercises and projects are used to provide students with some practical HR experience.

Exclusion: IMI202H5 or MGT460H5 or RSM361H1 or MGB12H3

Prerequisites: None

Estimated TA Support: 0.75 hours (minimum) estimated per enrolled student

Estimated Course Enrolment: 65 students per section

Class schedule: LEC0101 Monday 3:00–5:00PM Up-to-date schedule <https://ttb.utoronto.ca/>

Sessional Dates of Appointment: September 1, 2024 to December 31, 2024

Salary: The salary rate (excluding 4% vacation pay), in accordance with the CUPE 3902, Unit 1 Collective Agreement effective January 1, 2024 is as follows:

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Course Instructor (first CI appointment):	\$10,163.28 (0.5 FCE)

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Minimum Qualifications: Course Instructors are expected to be of superior teaching ability, with suitable academic and/or professional qualifications, currency and mastery of the subject matter. Successful applicants will have clearly demonstrated teaching excellence in the subject matter through previous experience teaching the course in question, or very similar courses.

Preferred Qualifications: Successful applicants will typically have significant experience in applying the subject matter in a practical environment.

Description of duties: The duties of Course Instructors shall include the normal duties associated with the design and teaching of university degree credit courses or sections of courses. These include the preparation and delivery of course content, including lectures and/or seminars; creation of course ware; the development/administration of assignments, tests and examinations; the marking/grading of student work and the submission of grades to appropriate University officials in accordance with policy; the maintenance of reasonable hours of student contact outside of scheduled contact hours; and the supervision of the day-to-day work of any Sessional Instructional Assistants or Teaching Assistants assigned to the course.

Past teaching experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

Application Procedure:

Only formal applications will be entertained. A SEPARATE application package is required for each course applied



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PDF File Format Name: "LastName, FirstName_Course Code"

Email Subject: "LastName, FirstName_Course Code"

Only offers of employment through the normal contracting process that originate from the administrative offices of the Department of Management are valid, all other offers made are void. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment.

Note: Applicants must be undergraduate students, graduate students or postdoctoral fellows of the University of Toronto. Those that do not fall in to this category should not apply for these positions. They should instead apply for positions posted under the Unit 3 collective agreement when available.

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The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the diversification of ideas.

If during the application and/or selection process you require accommodation due to a disability, please contact:

Program Coordinator, Department of Management
KN 216, Kaneff Building, 3359 Mississauga Road.
L5L1C6 E: jobs.utmm@utoronto.ca

By submitting an application and CV for this position, you will receive email notifications of vacancies for Course Instructors within the Department of Management UTM for the next twenty-fourth (24) months.

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