



McGill

School of  
Continuing Studies

## **Faculty Lecturer, English as a Second/Foreign Language McGill Writing Centre, School of Continuing Studies**

The McGill Writing Centre (MWC) invites applications for a full-time Faculty Lecturer position from experienced specialists in the teaching of English as a Second/Foreign/Other Language. This is a full-time, ranked academic, non-tenure-track position with an initial appointment of two (2) years.

Launched in 2011, the fast-developing Centre offers credit and non-credit courses in academic and professional writing, a scholarly communication program for graduate students and postdoctoral fellows, a one-to-one tutorial service open to all students at the University, non-credit workshops, and a range of specialized writing courses open to the public. As McGill University's central resource for academic and scholarly communication, the MWC works closely with faculty members across the University to develop discipline-appropriate initiatives and to promote writing as an integral part of intellectual development in both academic and professional settings.

### **JOB POSTING – FACULTY LECTURER, ENGLISH AS A SECOND/FOREIGN LANGUAGE**

Under the direct supervision of the Director of the McGill Writing Centre, the successful applicant will assume the role of Coordinator of the MWC's undergraduate- and graduate-level credit courses for the University's large population of non-native speakers of English; teach sections of these courses; develop new credit and non-credit offerings for second-language learners; organize placement test schedules and advising sessions; collaborate with MWC colleagues on major projects and realization of strategic priorities; and liaise with key units at the University, such as International Student Services.

Representative responsibilities will include, but are not limited to, the following:

- teach credit courses at both the undergraduate and graduate level – 18 credits per academic year, or the equivalent in special projects as determined in consultation with the MWC Director;
- maintain the academic rigour of these courses, including ensuring that pedagogical methods are up to date;
- organize the unit's placement test schedule and conduct student advising sessions;
- assist the MWC Director in recruiting and retaining high quality teaching staff;
- provide leadership to part-time instructors in best practices in teaching and learning;
- hold regular teaching-team staff meetings focused on matters such as pedagogical consistency across sections, academic integrity, professional conduct, course renovation and Development, and professional development;
- review course evaluations and provide feedback and guidance to individual instructors;
- develop and maintain fruitful working relationships with the University's Faculties and Schools and with key units, such as International Student Services;
- participate in MWC orientation and promotional events;
- serve on the Departmental Committee and on workgroups as needed.

#### **Education/Experience Required:**

- Graduate degree (PhD preferred) in Second Language Education, Applied Linguistics, or TESOL.
- Minimum of three (3) years' continuous experience teaching English as a second, other, or foreign language in a university or post-secondary college context.

#### **Other Qualifying Skills and/or Abilities:**

- Demonstrated ability to teach all components of ESL: reading, writing, grammar and mechanics, composition, listening, conversation, pronunciation, and academic preparation.

- Demonstrated excellence in teaching English for academic purposes to second-language learners pursuing undergraduate and graduate degrees.
- Demonstrated ability to foster learning by establishing a positive classroom dynamic, involving learners in various activities, and managing student participation and group interactions effectively.
- Demonstrated ability to use a variety of technologies to support student learning.
- Experience in course and program development for second-language learners pursuing undergraduate and graduate degrees.
- Demonstrated commitment to staying abreast of advances in the field of expertise.
- Impeccable spoken and written English.
- Experience supervising and mentoring instructional staff.
- Demonstrated ability to work both independently and as part of a team.
- Excellent interpersonal, time-management, and organizational skills.
- Ability to work with MWC, School, and University administration to address classroom management issues in a constructive and timely manner.
- Experience in online, blended, and hybrid course development and delivery an asset.
- Fluent in spoken and written French an asset.
- Publications in the field an asset.
- Experience in online, blended, and hybrid course development and delivery.

### **Position Details**

This is a full-time, ranked academic, non-tenure track position with an initial appointment of two (2) years.

### **Application Procedure**

Applications must include the following materials:

- The position reference number: **AK9952**
- Cover letter summarizing relevant educational background and work experience,
- Curriculum vitae tailored to this position,
- Statement of Teaching Philosophy,
- Teaching evaluations for the two most recent years,

Please submit your application by email to [hr.conted@mcgill.ca](mailto:hr.conted@mcgill.ca)

The application deadline is **May 17<sup>th</sup>, 2017**.

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*