

# GLIS 641

Course Lecturer in Archival Description and Access

Fall 2017

Deadline for receipt of complete applications: June 22, 2016

McGill's School of Information Studies Master's program (<https://www.mcgill.ca/sis/home>) is seeking a Course Lecturer to teach the Archival Description and Access course. The official course description is as follows (<https://www.mcgill.ca/sis/courses>):

*Advanced theory and practice of archival appraisal, arrangement, description, and the creation of access tools to archival records and collections, including the selection and application of appropriate archival descriptive standards, metadata schemes, management tools, and outreach programs including the creation and dissemination of finding aids.*

The course lecturer should must have at least five years' experience as a professional archivist in a university setting. Ideally, the candidate will have had taught a course in the archival description and access. An MLIS degree, or equivalent, is required.

The class will be held in the fall semester, September 8 to December 1 on Thursdays from 5:30-8:30pm. The course lecturer contract will be from Sept. 1<sup>st</sup> – Dec. 30<sup>th</sup> inclusive. Salary will be commensurate with the salary scale for Course Lecturers, as described in the McGill Course Lecturers and Instructors Union Collective Agreement currently set at \$7,600 per course.

If you are interested in applying please email the following: a cover letter outlining your approach to teaching this course, a current C.V. and any teaching evaluations (if available) to the Director of SIS, Dr. Kimiz Dalkir, c/o Cathy Venetico, Administrative Coordinator, at [Cathy.Venetico@mcgill.ca](mailto:Cathy.Venetico@mcgill.ca).

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.

L'Université McGill souscrit à la diversité et à l'équité en matière d'emploi. Elle accueille favorablement les demandes d'emploi des peuples autochtones, des minorités visibles, des minorités ethniques, des personnes handicapées, des femmes, des personnes de toutes orientations et identités sexuelles et d'autres personnes qui pourraient contribuer à une plus grande diversité.

The language of instruction at McGill is English, but a working knowledge of French would be an asset.