Teaching and Learning Services
Academic Associate

Applications are invited for a two-year, full-time, non-tenure track appointment (with the possibility of renewal) as an Academic Associate in the Teaching and Learning Services (TLS) unit at McGill University. TLS is dedicated to promoting excellence in teaching and learning at McGill. Its Director, who reports to the Deputy Provost (Student Life and Learning), leads a team that includes academic and non-academic professionals, support staff, and student interns. Over the past years, the attention to and support of teaching and learning has grown dramatically, making this an exciting time to join TLS as an Academic Associate.

The successful candidate will work 80% with the Desautels Faculty of Management, and 20% with TLS to support the University more generally. The successful candidate will collaborate with academic and non-academic staff, teaching assistants, and undergraduate and graduate students by:

- Working with the leadership of Management to advance teaching and learning projects that promote dialogue within and across areas in the Faculty to develop learning outcomes and assessment strategies;
- Initiating projects with instructors to (re)design specific courses and clusters of courses, develop course-specific strategies for instruction and assessment, and collaborate on research teams;
- Developing opportunities, such as learning communities, brown bag series, and peer observation, for colleagues within Management to share ideas about teaching and learning;
- Leading working groups to explore policy issues touching on issues such as assessment, academic integrity, and community-engaged learning;
- Supporting research within Management on teaching and learning;
- Creating opportunities for students to contribute to enhancing the teaching and learning experiences within Management; and
- Working with the Faculty Administration and University Advancement to identify opportunities for philanthropic support.

Qualifications
The search committee is seeking a service-oriented individual who is able to conceptualize, design, implement and evaluate initiatives that aim to transform and improve teaching and learning at McGill. Demonstrated leadership and organizational abilities, as well as collaboration and team building skills are essential. Excellent written and oral communication skills in English are required; knowledge of French is an asset.
Ideally, the successful candidate will have demonstrated abilities in the following areas:

- course design and development
- instructional and assessment strategies
- program and curriculum development strategies
- implementation of educational development projects with a variety of stakeholders
- application of technology to teaching and learning
- design of physical and virtual learning environments
- workshop facilitation
- individual consultations
- collaborative projects as both team leader and team member
- teaching at the post-secondary level
- documenting change processes and the impact of new practices on instructors and students
- application of research and theory of teaching and learning in higher education to educational development projects
- relevant professional activities (e.g., peer review of articles, conference submissions, association officer, conference organizer)
- contributions to the peer academic community (e.g., collaboration with other universities, journal review)
- contributions to University activities (e.g., governance committee work; adjudication committees)

**Education**
Preference will be given to applicants with completed, earned PhDs in a relevant discipline; a Master’s degree in a relevant discipline is the minimum requirement.

**Salary**
Competitive and commensurate with academic background and experience.

Applications should include a cover letter, a current curriculum vitae, and the names and contact information of three referees who could speak to the applicant’s qualifications for the position.

To express interest in this position, please forward applications by November 28th, 2018 to: hr.tls@mcgill.ca indicating TLS Selection Committee in the subject line.

*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. All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.*