

SESSIONAL LECTURERS

DEPARTMENT OF SPANISH AND PORTUGUESE FACULTY OF ARTS AND SCIENCE

CONTINUOUSLY-POSTED NOTICE FILLING POSITIONS UNDER THE CUPE 3902 UNIT 3 COLLECTIVE AGREEMENT

HOW TO SUBMIT AN APPLICATION

The Department of Spanish and Portuguese may hire Sessional Lecturers to deliver some undergraduate courses. **Specific courses will be posted on the Departmental website at www.spanport.utoronto.ca and on our Departmental bulletin board at 91 Charles Street West, in the basement outside Room 006 and on the second floor Room 208.** To be considered for a position, the [CUPE 3902 Unit 3 application form](#) and Curriculum Vitae must be submitted to:

([Chair's name](#)), Chair, Dept. of Spanish and Portuguese, 91 Charles Street West, Room 208, University of Toronto, Toronto, Ontario M5S 1K7. We prefer that applications and CVs be submitted via email to spanport.chair@utoronto.ca with a copy to spanport@chass.utoronto.ca. All applicants must have a valid email address.

GERNERAL INFORMATION

Generally speaking, we expect to make decisions concerning courses in August for courses that start in September and in November for courses that start in January. However, some decisions may be made earlier or later than these time frames, depending on circumstances. Unexpected vacancies may arise at any time.

Applications will be retained for twenty (24) months. Persons who submit applications and CVs will receive emailed job postings for specific positions for the subsequent twenty four (24) months.

This notice is posted pursuant to the CUPE Local 3902 Unit 3 Collective Agreement. Please note that in accordance with that agreement, preference in hiring is given to qualified persons holding the rank of Sessional Lecturer II and III.

CUPE Local 3902 Unit 3 Employment Application Form

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 further diversification of ideas.

Covering persons employed for a period of less than one year, who are **not** undergraduate or graduate students, or post-doctoral fellows, at the University of Toronto
(Refer to the Collective Agreement at www.hrandequity.utoronto.ca for a full description of the Unit 3 bargaining unit)

Name	
Address 1	
Address 2	
City	
Province/State	
Country	
Postal Code	
Email address*	
Telephone number	()
Fax number	()
Highest degree	<input type="checkbox"/> Ph.D._____ <input type="checkbox"/> M.Sc._____ <input type="checkbox"/> M.A._____ <input type="checkbox"/> B.Sc._____ <input type="checkbox"/> B.A._____ Other _____
Granting institution	<input type="checkbox"/> University of Toronto Other _____
Department	
Date conferred	
Rank at U of T (e.g., Sessional Lecturer I/II/III, Writing Instructor I/II)	

*** A valid email address is required in order to receive email notification of job postings.**

TYPE(S) OF POSITION FOR WHICH YOU ARE APPLYING	
<input type="checkbox"/>	Sessional Lecturer
<input type="checkbox"/>	Sessional Instructional Assistant
<input type="checkbox"/>	Writing Instructor
<input type="checkbox"/>	Applied Music Instructor



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COURSE(S) APPLIED FOR AS SESSIONAL LECTURER

Course Number	Course Name	Date Posting Closes

COURSE(S) APPLIED FOR AS SESSIONAL INSTRUCTIONAL ASSISTANT

Course Number	Course Name	Date Posting Closes

POSITION(S) APPLIED FOR AS WRITING INSTRUCTOR/APPLIED MUSIC INSTRUCTOR

Position ID	Position	Date Posting Closes

PREVIOUS TEACHING EXPERIENCE AT THE UNIVERSITY OF TORONTO

Half course	Full course	Course No.	Course Name	Department	Instructing or Assisting?	Year

OTHER PREVIOUS TEACHING EXPERIENCE

Half course	Full course	Course Name	Department & University	Instructing or Assisting?	Year



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OTHER EXPERIENCE

WORK-RELATED REFERENCES												
Please provide three employment related references, including your current supervisor. In addition to the references provided by the applicant, the University reserves the right to contact others who it deems relevant and appropriate in the assessment of this application.												
<table border="1"> <thead> <tr> <th>Name and Title</th> <th>Employment Relationship</th> <th>Company and Phone Number</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> </td> <td> </td> </tr> <tr> <td>2.</td> <td> </td> <td> </td> </tr> <tr> <td>3.</td> <td> </td> <td> </td> </tr> </tbody> </table>	Name and Title	Employment Relationship	Company and Phone Number	1.			2.			3.		
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1.												
2.												
3.												

YES	NO	CONFIRMATION OF STATUS (REQUIRED)
		Are you an undergraduate or graduate student in the University of Toronto?
		Are you a postdoctoral fellow in the University of Toronto?
		Are you legally entitled to work in Canada in this position?

Please submit your application no later than the closing date of the job posting. Applications received after the closing date will not be considered.

NOTE: The University of Toronto strongly prefers electronic submission of application materials, including CVs. If you are submitting this application in a non-electronic format, please enclose a hard copy of your CV.

The University of Toronto respects your privacy and is committed to protecting confidentiality through the application of sound and secure practices. The University will protect all personal information in accordance with applicable privacy legislation. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971 and may be used and disclosed for purposes that the University considers necessary for sound human resources administration and related activities, including, for example, those relating to recruitment, selection and hiring and payroll and benefits administration. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 104, 12 Queen’s Park Crescent West, Toronto, ON, M5S 1A8.