

Online Course Development Position

Academic Year 2018/19

Posting Date: September 7, 2018

Closing Date: September 20, 2018

The Faculty of Law, Queen's University invites applications from qualified applicants to **develop** the course, **Project Management for Legal Professionals**, in an online format for delivery to students in enrolled in the Faculty of Law JD program and in the Graduate Diploma in Law Practice Management Program. The successful applicant will also be invited to teach the first offering of the course.

Project Management for Legal Professionals (to be offered in the fall, 2019 semester)

The Faculty of Law is seeking to develop a course in project management for the legal profession. The course must address the principle of project management and how those principals apply to the practice of law. The course must be developed so that it will allow graduates to obtain PMI designation.

The course authorship is expected to be completed by July 31, 2019. The successful applicant will be required to complete all aspects of course preparation and will work with an Instructional Design Team to develop the course.

Qualifications

Qualifications include relevant training and experience in project management, especially in a legal context and teaching experience. Experience in developing courses in an online or blended format will be considered. The successful candidate will also demonstrate potential for outstanding teaching contributions, a commitment to pedagogical excellence, and a willingness and aptitude to work with an Instructional Design Team.

Application Procedure

To comply with Federal laws, the University is obliged to gather statistical information about how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship, however, all applications must include one of the following statements: "I am a Canadian citizen / permanent resident of Canada"; OR, "I am not a Canadian citizen / permanent resident of Canada". Applications that do not include this information will be deemed incomplete.

A complete application consists of:

- Cover letter (including one of the two statements regarding Canadian citizenship / permanent resident status specified in the previous paragraph);
- Current and complete Curriculum Vitae;
- Teaching Dossier;
- Two referees who may be contacted.



The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and LGBTQ persons. All candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadian citizens and Permanent Residents of Canada will be given priority.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the recruitment process, please contact Miranda Gavidia, Human Resources and Staffing Officer at hr.law@queensu.ca

The deadline for applications in **September 20, 2018**. Interested persons are encouraged to send all documents in their application package electronically as a PDF, addressed to Erik Knutsen, Associate Dean (Academic), Queen's University Faculty of Law to:

Miranda Gavidia, Human Resources and Staffing Officer
Queen's University, Faculty of Law
Telephone: 613-533-6000 ext. 74256
Email: hr.law@queensu.ca

The academic staff at Queen's are governed by a Collective Agreement between Queen's University Faculty Association (QUFA) and the University which is posted at:
<http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/queens-qufa-collective-agreement>
The successful applicants will enter into a Course Authorship agreement under Appendix S of the Collective Agreement.