



Lead Instructor and Instructor

Winter term 2021

Posting Date: June 25, 2020

Closing Date: July 24, 2020

The Faculty of Law, Queen's University invites applications for a Lead Instructor and Instructor for the following courses in the Graduate Diploma in Immigration and Citizenship Law to be offered in the 2020-2021 academic year.

Courses Available:

Winter 2021:

ICL - 810 Foundations of Canadian Immigration Law (course runs January – February 2021):

This course sets the stage for learning about Canadian immigration law and practice. The key building blocks of Canada's immigration framework will be examined with a particular focus on the laws, case law, policies, and procedures associated with the various types of immigration status and stream. The course begins with an overview of the historical, theoretical, administrative law, constitutional and policy underpinnings of Canadian migration law. Students will be introduced to the key actors and institutions, the principal categories and classes of immigration, as well as the basic elements of immigration enforcement. The interplay between international human rights standards and domestic law will be canvassed with reference to the uses of international law in immigration advocacy. The Foundations course also incorporates an intensive focus on legal skills. Students will be introduced to legal terminology and legal reasoning; how to read and interpret case law and legislation; how to analyze legal issues; and the basics of legal research and writing as well as persuasive oral advocacy.

ICL 820 – Ethics and Professional Responsibility (course runs January – February 2021):

Discussion of the range of ethical dilemmas that typically arise in the consultant-client relationship will equip students to recognize ethical problems, understand the rationales informing ethical rules, apply an ethical decision-making framework to pursue appropriate options, evaluate the consequences of options and critically reflect on outcomes. The course considers the particular challenges associated with competence and confidentiality, preparing clients for hearings, dual representation of parents and children in family-based cases, when and under what conditions it is permissible to withdraw representation, and how to advise persons in Canada who lack lawful status. The course examines the relationship between self-care and ethical practice, the requirements for reflective practice, cultural competence and trauma-informed client service, bearing in mind the serious consequences for clients in this area of law.



ICL 830 – Temporary Entry (course runs March – April 2021):

In this course, students will examine the rules, requirements, applications and procedures for obtaining temporary resident entry into Canada, whether as a visitor, worker or student using the ability to read and interpret legislation, regulations, and jurisprudence gained in the introductory course. Substantive topics include applications for principal applicants and accompanying family members, extension of status, restoration of status, “Super Visa”, breach of conditions, the difference between open and employer-specific work permits, post-graduate work permit, labour market impact assessment requirements, the international mobility program and other temporary foreign worker programs.

ICL 840 – Economic Immigration (course runs March – April 2021):

This course provides an in-depth examination of the regime for economic-class permanent resident visa applicants. The course begins with express entry and the comprehensive ranking system, followed by an overview of the classes to which this system applies: the federal skilled worker class, the federal skilled trades class, the Canadian experience class, and provincial and territorial nominee programs. The course then moves on to consider the classes that are not part of the express entry system: immigrants to Quebec, business immigrants, and the pilot programs for caregivers. Students will also be introduced to the National Occupation Classification system: the tool used to assess work experience and qualifications.

Successful applicants will be required to teach 100% of the course. Please note, proposals for team teaching will be considered. Anticipated enrollment in each online course is approximately 30. In keeping with faculty policy, the faculty may exercise its discretion to cancel any course with fewer than 30 enrolled students.

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 <https://www.queensu.ca/facultyrelations/sites/webpublish.queensu.ca/files/files/QUFA%20CA%202019-22%20amended%20July%2015%202019.pdf>. As per Article 42, Table B of the Queen's University Faculty Association Collective Agreement, the pay scale for instructing the noted courses, pro-rated to the total weeks taught for each course, can be found [here](#). Any further questions can be directed to Miranda Gavidia, Human Resources and Staffing Officer, at miranda.gavidia@queensu.ca.

Qualifications:

Successful applicants will be expected to be either a practicing RCIC or a member of a provincial law society, in good standing, and with a minimum of eight years experience (for lead instructor) or five years experience (for course instructor) in an immigration focused practice.

Preference will be given to candidates with superior legal writing and research skills, and excellent interpersonal skills including a demonstrated ability to successfully mentor legal skills development in students and junior practitioners. Applicants must be comfortable working in a team environment to consistently implement the course objectives. Strong communication skills are required. Prior teaching or equivalent instructional experience will be considered. The ability to connect the learning objectives of the course to relevant practical experience is also required.

Candidates must be prepared to work outside the regular 9-5 work week, and have access to the internet and a computer that meets minimum requirements. Experience with learning management systems (e.g. Brightspace) and video-conferencing software (e.g. Zoom) would be an asset.

Lead Instructor Duties:

- Reporting jointly to the GDipICL Academic Director and the Assistant Dean, Education Innovation, coordinate and oversee duties of Course Instructors, as applicable;* (assuming there is more than one Course section of 30 students).

- Responsible for ongoing review of instructional materials and updating/revision of instructional materials, assessments and related rubrics and test banks as may be required.
- Post regular announcements to the Course Announcements tool in the learning management system.
- Review course grades submitted by non-lead instructors to ensure consistency (check for anomalies) and follow up with instructors as appropriate.
- Monitor student progress & grades across full course (all sections).
- Ensure implementation of program regulations and academic integrity policies, with support from Academic Director.
- All duties as outlined in “Instructor” role below for one Course “section” of approximately 30 students.

Instructor Duties:

- Responsible for teaching all elements of the online course content in accordance with established curriculum for one Course “section” of approximately 30 students.
- Monitor course discussion forums daily and respond to student posts, as appropriate.
- Respond to messages from students (e.g. e-mail, phone, discussion posts) within 24 hours of receipt.
- Assign students to sub-groups and roles for activities and assessments, as required.
- Facilitate online synchronous tutorials (e.g. weekly or bi-weekly/ 6 hours per 6 week course; 12 hrs per 12 week course etc), office hours (up to 2 hours per week in total), and other synchronous activities as required using video-conferencing software.
- Mentor legal skills development and connect the learning objectives of the course to relevant practical experience.
- Prepare and grade assignments and all assessments according to established rubrics and within five days of due date; provide detailed feedback to students as appropriate; submit final grade reports via the learning management system, as required.
- Any other duties that arise during the semester related to the successful delivery of the course.

Employment Equity and Accessibility Statement:

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 lawpositions@queensu.ca.

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). Note, please clearly indicate in your cover letter which position and course you are applying to.
- Current and complete Curriculum Vitae.
- Any other materials the applicant wishes to submit such as, information about past teaching experience, including course evaluations, sample syllabi and assignments.
- Two referees who may be contacted.

The deadline for applications is **July 24, 2020**. Interested persons are encouraged to send all documents in their application package electronically as a PDF, addressed to Sharry Aiken, Academic Director, Graduate Diploma in Immigration Citizenship Law, 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: lawpositions@queensu.ca

For more information on the Graduate Diploma in Immigration and Citizenship Law, please visit our website at <https://immigrationdiploma.queenslaw.ca/>