



**Coordinating Instructor and Instructor  
Academic Year 2021-2022**

**Posting Date:** August 30, 2021

**Closing Date:** until all positions are filled

The Faculty of Law, Queen's University invites applications for Coordinating Instructor and Instructor for the following courses in the Graduate Diploma in Immigration and Citizenship Law to be offered in the 2021-2022 academic year. For further information about the structure of the program, sessional dates and course offerings, please visit our website:

<https://immigrationdiploma.queenslaw.ca>.

**Courses Available:**

**ICL - 810 Foundations of Canadian Immigration Law (six weeks, 3 credit, course runs Fall Term 2021; Winter Term 2022):**

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 (six weeks, 1.5 credit, course runs Fall Term 2021, Winter Term 2022):**

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 (six weeks, 1.5 credit, course runs Fall Term 2021; Winter and Summer Terms 2022):**

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 (six weeks, 1.5 credit, course runs Fall Term 2021; Winter & Summer Terms 2022):**

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.

**ICL 850 Family Class Immigration (6 weeks, 1.5 credit, course runs Fall Term 2021, Winter & Summer Terms 2022):**

This course engages students in the specific requirements, eligibility criteria, and procedures associated with family class immigration and the family sponsorship regime. Students will develop an understanding of the two sponsorship programs: the outside Canada (under the Family Class) and the inside Canada (under the Spouse or Common-Law Partner or Conjugal Partner in Canada Class) programs. “Relationships of convenience”, a common basis for rejecting sponsorships, will be considered, along with the specific rules for sponsoring adopted children, parents and grandparents.

**ICL 860 Refugee Protection & Trauma-Informed Client Service (8 weeks, 2 credit, course runs Fall Term 2021; Winter & Summer Terms 2022):**

This course examines the legal framework for Canada’s refugee and complementary protection programs, including a comprehensive analysis of statutory eligibility provisions and the inclusion and exclusion elements of the refugee definition and related case law. Students will engage with the rules, policies and procedures of both the Refugee Protection Division and the Refugee Appeal Division of the Immigration and Refugee Board, and will gain the practical skills needed

to represent clients in all phases of status determination procedures. A dedicated module examines the impact of trauma on the legal indicators of credibility and equips students with practical strategies for representing survivors of violence and trauma. Finally, the course situates Canadian refugee law in its global context and encourages a critical appraisal of both Canadian policies and international efforts to regulate and control asylum flows.

**ICL 870 Enforcement – Inadmissibility, Detention and Removal (8 weeks, 2 credit, course runs Fall Term 2021; Summer Term 2022):**

This course examines the broad parameters and policy rationales for Canada's immigration enforcement regime. Students will engage with the measures adopted by Canada to regulate arrivals at the border, as well as the grounds of inadmissibility that are used both to deny entry and as a basis for removal for conduct that is identified as contrary to the interests of Canadian society. The processes that precede removal, the special procedures adopted in cases of serious criminality or deemed security risk as well as the grounds for arrest and detention will be covered in-depth. Students will be equipped to successfully represent clients in detention review and inadmissibility hearings before the Immigration Division as well as removal order appeals before the Immigration Appeal Division of the Immigration and Refugee Board. Students will also have the capacity to identify and pursue relevant administrative remedies, including applications for criminal rehabilitation, Ministerial relief and temporary resident permits.

**ICL 880 Citizenship (4 weeks, 1 credit, course runs Fall Term 2021; Summer Term 2022):**

This course examines the legal framework underpinning Canadian citizenship, including the Citizenship Act and Regulations and related policy documents. The rules and related procedures for the acquisition of citizenship, naturalization, revocation, and renunciation, as well as the complications that commonly arise in relation to multiple nationalities will be examined in depth. Recent amendments to the Citizenship Act will be considered along with current policy debates.

**ICL 890 Immigration Practice Management (12 weeks, 3 credit, course runs Fall Term 2021; Summer Term 2022):**

This course will equip students with the practical skills needed to operate an immigration consulting practice, whether that involves setting up and managing an immigration consulting business, or incorporating these skills into an existing workplace, such as a law practice, student advising position, or human resources office. Best practices used by firms working in a global context will be examined and the core functions of the business of an immigration consulting practice will be considered in turn: strategy, digital marketing, sales, operations and business development. Course materials and interactive exercises will introduce the basic elements of financial literacy, including accounting techniques, bookkeeping, and maintaining financial records. The increasingly central role of information technology as a practice management tool will be examined and critically assessed, with specific attention to the uses of various software applications to support effective practice management. The course will also address how to work with third parties, how to prepare for an initial client interview, how to write retainer agreements, and how to set up and manage case files and client accounts. A capstone module will focus on refining legal research, reasoning and writing as well as client interviewing skills. Finally, students will construct a client file from the first meeting with the client through to closure of the file. Throughout this course, students will practice and refine the legal and practitioner skills required for effective practice management.

Successful applicants will be required to teach 100% of the course. Please note, proposals for team teaching will be considered.

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.frowww/files/files/QUFA%20CA%202019-22%20clean%20Feb%208%202021%20%20for%20web.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, is as followed:

- ICL 810 (12 week course taught in an intensive 6 weeks) - \$8,373
- ICL 820 (6 weeks) - \$4,186.50
- ICL 830 (6 weeks) - \$4,186.50
- ICL 840 (6 weeks) - \$4,186.50
- ICL 850 (6 weeks) - \$4,186.50
- ICL 860 (8 weeks) - \$5,582
- ICL 870 (8 weeks) - \$5,582
- ICL 880 (4 weeks) - \$2,791
- ICL 890 (12 weeks) - \$8,373

Table B can be found at p. 241 of the Collective Agreement (available via the above noted link). Please note, the minimum stipend noted above would be shared IF teaching as part of a team. Any further questions can be directed to Miranda Gavidia, Human Resources and Staffing Officer, at [hr.law@queensu.ca](mailto:hr.law@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 five years experience in an immigration focused practice. A JD degree or a Bachelor's degree in Law, Adult Education, or Social Sciences is a requirement. A Master's degree is a strong asset. Superior legal writing and research skills, as well as excellent interpersonal and communication skills are required. Applicants must have a demonstrated ability to successfully mentor legal skills development in students and junior practitioners. Preference will be given to candidates with prior teaching or equivalent instructional experience as well as experience with learning management systems (e.g. Brightspace) and the use of video-conferencing software (e.g. Zoom).

Applicants for the Coordinating Instructor role must have superior organizational skills as well as prior online instructional experience and should be comfortable working in a team environment.

All candidates must be prepared to work outside the regular 9-5 work week, and have access to a stable internet connection and a computer that meets minimum requirements.

### **Coordinating Instructor Duties:**

- Coordinate and oversee duties of Course Instructors.
- Prior to course start date, responsible for review of instructional materials and updating/revision of instructional materials, assessments and related rubrics and test banks as may be required.

- Co-facilitate instructor orientation sessions; follow up to provide further support to instructors as may be required.
- During the course, post regular announcements to the Course Announcements tool in the learning management system.
- Monitor instructor engagement across full course and provide support as appropriate.
- Monitor student academic progress across full course (all sections).
- Review course grades submitted by non-coordinator instructors to ensure consistency (check for anomalies) and follow up with instructors as appropriate.
- Ensure implementation of program regulations and academic integrity policies, with support from Academic Director/Associate Academic Director.
- All duties as outlined in “Instructor” role below for one Course section.

### **Instructor Duties:**

- Responsible for teaching all elements of the online course content in accordance with established curriculum for one Course section.
- Monitor student communications (e.g. email and discussion posts in the learning management system) daily and respond as appropriate.
- Respond to messages from students (e.g. e-mail and 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. 2 – 3 hrs weekly, office hours (up to 2 hours per week), 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.
- Grade assignments and all assessments according to established rubrics and within one week 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 strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified 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](mailto:hr.law@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, course title and course number you are applying for, as well as whether you are prepared to teach in one, two or three terms in 2021-2022.**
- 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.
- Name of two referees who may be contacted.

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 Immigrations Citizenship Law, Queen's University Faculty of Law to:

Miranda Gavidia, Human Resources and Staffing Officer  
Queen's University, Faculty of Law  
Email: [lawpositions@queensu.ca](mailto:lawpositions@queensu.ca)