Term Adjunct Positions
Academic Year 2023/2024

Posting Date: December 5, 2023
Closing Date: January 8, 2023

The Faculty of Law, Queen’s University invites applications for Instructors for the following courses in the Graduate Diploma in Immigration and Citizenship Law (“GDipICL”) to be offered in the summer term of the 2023-2024 academic year. The GDipICL is an online program and Instructors are expected to work remotely. 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 860 Refugee Protection & Trauma-Informed Client Service
(8 weeks, 0.33 credit weight, Summer Term 2024)
Course dates and times: June 24, 2024 - August 25, 2024; Tutorials are Thursdays 6-8 pm ET or Sundays 11am-1pm ET
Expected enrolment: Up to 35 students

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, 0.33 credit weight, Summer Term 2024)
Course dates and time: May 6, 2024 – July 7, 2024; Tutorials are Wednesdays 6-8 pm ET; or Saturdays 11 am – 1pm ET
Expected enrolment: up to 35 students

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 890 Immigration Practice Management
(12 weeks, 0.5 credit weight, Summer Term 2024)
Course dates and times: May 6, 2024- August 4, 2024; Plenaries are Tuesdays at 8pm ET and Tutorials are Sundays 2:30 – 5:30 pm ET
Expected enrolment: up to 35 students

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 each course or section. Proposals for team teaching by co-instructors 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/queens-university-faculty-association-qufa/collective-agreements-lous-moas.

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 Bachelor’s degree is a requirement, JD degree or Master’s is preferred. An equivalent combination of education and experience will be considered.

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).

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.
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.

New Course Instructor Compensation

Per Article 42.4.1.3 of the Collective Agreement between Queen’s University and QUFA

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Weeks</th>
<th>Course Weight</th>
<th>Gross Stipend (Based on 0 years of teaching experience at Queen’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICL 860 – Refugee Protection &amp; Trauma-Informed Client Service</td>
<td>8 weeks</td>
<td>0.33 credit</td>
<td>$6,041.00</td>
</tr>
<tr>
<td>ICL 870 – Enforcement – Inadmissibility, Detention and Removal</td>
<td>8 weeks</td>
<td>0.33 credit</td>
<td>$6,041.00</td>
</tr>
<tr>
<td>ICL 890 – Immigration Practice Management</td>
<td>12 weeks</td>
<td>0.5 credit</td>
<td>$9,062.00</td>
</tr>
</tbody>
</table>

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 provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Diana Turner-Oke, Human Resources and Staffing Officer at 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 and include your law society number and/or RCIC number).
- Note: please clearly indicate in your cover letter for which course title(s), and course number(s), you are applying; and identify any relevant practice experience related to the specific course/s that you are seeking to instruct.
- Current and complete Curriculum Vitae.
- For instructors who have not taught in the GDipICL program in the past, a written and video submission will be required at the second stage of this process. Additional information on this step will be provided following the closing date.
- For instructors who have taught in the GDipICL program, an expression of interest for each additional course is required, including a request for previous application materials to be considered in lieu of a new video or written submission.
- 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 using the following naming convention:

Last Name_First Name_Instructor

Please address your application to Sharry Aiken, Academic Director, Graduate Diploma in Immigration Citizenship Law, Queen’s University Faculty of Law to:

Diana Turner-Oke, Human Resources and Staffing Officer
Queen’s University, Faculty of Law
Telephone: 613-533-6000 ext. 74256
Email: lawpositions@queensu.ca