

The Department of Psychology invites applications for the position of:
Course Supervisor
Teaching Support Staff Union (TSSU)

Please note that all Course Supervisor positions are in the Teaching Support Staff Union (TSSU); and are subject to sufficient enrollment, and FINAL budgetary authorization.

COURSE: PSYC 362 Close Relationships (CODE)
Lecture Day and Time: Distance Education

LOCATION: Off Campus

DURATION: August 28, 2019 to December 24, 2019 (Fall 2019)

APPLICATION DEADLINE: Tuesday, May 28, 2019. Please send applications to the attention of Dr. Michael Schmitt, mschmitt@sfu.ca, cc to Tara Smith at tds11@sfu.ca, Department of Psychology, Simon Fraser University, 8888 University Drive, Burnaby BC, V5A 1S6.

- Ph.D. in Psychology, or Ph.D. candidates, all but dissertation, or equivalent, completion of PhD coursework preferred, evidenced by a current CV (*curriculum vitae*).
- Demonstrable teaching experience and/or practical experience in courses for which you are applying as documented in a current *resume/curriculum vitae*.
- Teaching expertise in the area/field.
- Knowledge of relevant teaching tools (eg. SPSS, Canvas).
- The ability to supervise Tutor/Markers in accordance with the TSSU-SFU Collective Agreement.

DOCUMENTS REQUIRED:

- A current *resume/curriculum vitae*.
- A list of past courses taught or supervised at SFU and/or another University or College, and the teaching employment evaluations for those courses.
- Three letters of reference, including at least one from a department/school/program for which courses have been taught.

REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:

- Works closely with the Area Faculty designate and/or Undergraduate Chair/Program, and supervises a Tutor Marker.
- Responsible to the Area Faculty Designate and Chair, UGSC, for overseeing the operation of the course during the term of appointment.
- Assists the Tutor Marker with the course material and with any problems which arise.
- Consults with Tutor Marker regarding instructional information and guidelines for marking assignments and providing feedback to students.
- Responds to inquiries from Tutor Marker on behalf of students; preparing examinations as requested by the Centre for Online and Distance Education.
- Oversees grading, ensuring the Department grading policies are being applied, that grading standards are maintained, and that marks are both appropriate and uniformly applied.
- Submits the final grades for students in the course.
- Consults with the Tutor Marker before changing marks assigned by the Tutor Marker.
- Manages grade appeals, as necessary, in a timely manner.

OTHER INFORMATION: The Department of Psychology may determine and interview a short list of candidates. Some qualifications/documents may be waived for graduate students enrolled in the department of Psychology.

EQUITY: The University is committed to the principle of equity in employment. (See [Policy GP 19.](#))

PRIVACY:

The information submitted with an application is collected under the authority of the *University Act* (R.S.B.C. 1996, c.468, s. 27(4)(a)), applicable federal and provincial employment regulations and requirements, the University's non-academic employment policies and applicable Collective Agreements. The information is related directly to and needed by the University to initiate the employment application process. The information will be used to contact references supplied by an applicant, evaluate an applicant's qualifications, and complete the employment process by making a hiring decision. Applicant information may also be disclosed to the TSSU in accordance with Article XIII F.3.1.b of the Collective Agreement. If you have any questions about the collection, use and disclosure of this information please contact the Associate VP, Human Resources, Simon Fraser University, Burnaby, BC V5A 1S6. Telephone [778-782-3237](tel:778-782-3237).