

Position: Contract Academic Staff

St. Jerome's University invites applications for contract teaching appointments during the **Spring 2025 term**.

Available Course: 2025 Spring Term

Start Date: May 1, 2025

End Date: August 31, 2025

	Department / Program	Course Name and Number	Course Delivery	Anticipated Class Size	Qualifications (must be in an area of specialization related to the course)
1.	Italian and French Studies	Introduction to Italian Language 1 (ITAL 101)	<i>Online*</i>	130	Normally a PhD (PhD candidacy or completed Master's degree may also be considered); native or near-native competency in the language; experience with online course delivery preferred
2.	Italian and French Studies	Understanding Modern Italy (ITALST 100)	<i>Online*</i>	100	Normally a PhD (PhD candidacy may also be considered); experience with online course delivery preferred
3.	Sexuality, Marriage, and Family Studies	Introduction to Relationships and Families (SMF 101)	<i>Online*</i>	250	Normally a PhD (PhD candidacy or completed Master's degree may also be considered); experience with online course delivery preferred

Course Delivery:

**Online:* These courses will be delivered fully online, asynchronously, supported through the [University of Waterloo Centre for Extended Learning](#). The instructor will be provided with a preprepared course to work with. This includes all content and a complete set of assignments with related tool settings (dropboxes, discussion boards, etc.) fully set-up. The instructor will have limited ability to modify the content substantially.

Per Course Stipend: \$9,453.76 (plus 4% vacation pay)

Total # of Classroom Hours: n/a (online)

Application:

In accordance with the [Collective Agreement](#) between St. Jerome's University and the St. Jerome's University Academic Staff Association (Contract Academic Staff Unit), consideration of applicants will include an assessment of academic credentials, previous performance, experience, and support for the mission of St. Jerome's University.

Applications should include:

1. a letter detailing their interest in and suitability for the position – letters may be addressed to Dr. Carol Ann MacGregor, Vice President Academic and Dean;

2. a curriculum vitae with contact information; and
3. evidence of positive teaching performance, such as teaching evaluations, letters of recommendation, statement of teaching philosophy, and previous syllabi where applicable.

Note:

- Candidates who have not previously taught at St. Jerome's University may be asked to supply letters of reference or give permission for the Employer to contact referees by telephone or email.
- If applying for more than one course from all courses currently available to Contract Academic Staff, only one application is needed, but your application letter must specify the course(s) [title and code] you are interested in teaching.

Deadline:

All applications must be submitted electronically by **March 21, 2025**, to Christine Schwendinger, Academic Operations Manager, St. Jerome's University (cschwen@uwaterloo.ca).

Further Information:

The University respects, appreciates and encourages diversity. Applications from all qualified individuals are encouraged.

For more information on St. Jerome's University, visit <https://uwaterloo.ca/st-jeromes/>.