



Master of Management Call for Instructors

Spring 2018, Fall 2018, Winter 2019

The Odette School of Business in collaboration with the Centre for Executive and Professional Education at the University of Windsor is currently seeking instructors to teach in the Master of Management program.

Students in this program will primarily be international students who will study and live in Canada for sixteen months. Each stream of the Master of Management program consists of 13 courses. There are three streams being offered in this program which are: 1) Human Resources Management; 2) International Accounting and Finance; and 3) Logistics and Supply Chain Management.

We are currently seeking instructors for the following three terms:

Spring 2018 Term

Instructor Orientation:	May 1, 2018
Contract Dates:	April 23 – August 24, 2018
Class Dates:	May 7 – July 20, 2018
Add/Drop Date:	May 18, 2018
Reading Week:	June 4 – 8, 2018
Voluntary Withdraw Date:	June 27, 2018
Administer SETs:	July 9 – 20, 2018
Alternative Class Dates:	July 23 – 27, 2018
Exam Period:	July 30 – August 10, 2018
Alternative Exam Dates:	August 13, 2018

Program Holidays:

Victoria Day	May 21, 2018
Canada Day	July 2, 2018
Civic Holiday	August 6, 2018

Dates are subject to change

Fall 2018 Term

Instructor Orientation:	Sept 11, 2018
Contract Dates:	Sept 4 – Jan 4, 2019
Class Dates:	Sept 17 – Nov 30, 2018
Add/Drop Date:	September 19, 2018
Reading Week:	Oct 8 – 12, 2018
Voluntary Withdraw Date:	Nov 6, 2018
Administer SETs:	Nov 19 – 30, 2018
Alternative Class Dates:	Dec 3 – 7, 2018
Exam Period:	Dec 8 - 19, 2018
Alternative Exam Date:	Dec 20, 2

Program Holidays:

Labour Day	Sept 3, 2018
Thanksgiving	Oct 8, 2018 (during Reading Week)
University Holidays	Dec 24 – Jan 1, 2019

Dates are subject to change

Winter 2018 Term

Instructor Orientation:	Jan 8, 2019
Contract Dates:	Jan 2 – May 3, 2019
Class Dates:	Jan 14 – Mar 29, 2019
Add/Drop Date:	January 16, 2019
Reading Week	Feb 18 – 22, 2019
Voluntary Withdraw Date:	Mar 6, 2019
Administer SETs:	Mar 18 – 29, 2019
Alternative Class Dates:	April 1 – 5, 2019
Exam Period:	April 6 – 17, 2019
Alternative Exam Date:	April 18, 2018

Program Holidays:

University Holidays	Jan 1, 2019
Family Day	Feb 18, 2019 (during Reading Week)
University Holiday	Feb 22, 2019 (during Reading Week)
Good Friday Holiday	April 19, 2019

Dates are subject to change

We are currently seeking instructors for the courses listed within **Schedule 1**: Listing of available courses and associated terms (Spring 2018, Fall 2018, Winter 2019). A detailed description of the courses is outlined in **Appendix 1**.

Classes should be taught in two-hour blocks, two times per week between 8:00 AM and 9:50 PM. There is limited flexibility in the scheduling of the days and times that each class is offered to meet instructors' constraints.

For more information on how to apply, please see **Appendix 2**.

The Master of Management program is an Executive Education Program and falls under the terms specified in Letter VII of the Collective Agreement between the Faculty Association and the Board of Governors of the University of Windsor, 2017 to 2021 (see **Appendix 3**).

The deadline for receipt of applications is Wednesday, **December 20, 2017 at 11:59 PM**

**Interested applicants are to submit applications directly to the Centre for Executive and Professional Education
online at: www.uwindsor.ca/cepe > Click on Instructor Recruitment**

Schedule 1: Listing of available courses, including number of expected sections, and associated terms

Course	Spring 2018	Fall 2018	Winter 2019
78-600 Business Communications Part 1		2	2
78-600 Business Communications Part 2	2		2
78-611 Accounting Concepts and Techniques		2	2
78-612 Finance in a Global Perspective	2		3
78-613 Managing Employees		4	3
78-614 Marketing ³		4	3
78-631 International Business ³	3	2	1
78-632 Quantitative Studies		2	2
78-633 Introduction to Business Logistics Management			2
78-634 Leadership and Organizational Change ³	2	2	
78-635 Purchasing and Procurement			2
78-636 International Financial Reporting	2		2
78-637 International Financial Management	2	2	
78-638 Human Resources Management	1		
78-651 Business Strategy		2	2
78-655 Domestic Transportation and International Shipping	2		
78-656 Quantitative Analysis for Logistics and Supply Chain Management	2		
78-657 Supply Chain Management		2	
78-661 Consolidated Financial Statements		2	2
78-662 Accounting Systems Control and Auditing	2		2
78-663 Corporate Governance	2	2	
78-665 International Management	2		
78-666 Managing for High Performance		2	
78-667 Current Human Resource Trends		2	

- 1 – Graduate students from the Master of Applied Computing program are eligible to register
- 2 – Graduate students from the Master of Applied Economics and Policy program are eligible to register
- 3 – Graduate students from the Master of Medical Biotechnology program are eligible to register

Depending on final enrolment, multiple sections of courses may be offered.

Subject to Change

Appendix 1: Course Descriptions (from University of Windsor Graduate Calendar)

78-600 Business Communications - Part 1 and 2

Building on an understanding of the communication process and barriers to communication, students will develop, through this course, the sensitivity and flexibility required to address the needs of different audiences. Throughout the course, practical skill building for leaders is stressed, and time is devoted to communication concepts and techniques, case studies outlining issues faced by communicators in organizations, and planning and organizing ideas for business writing and presenting. Through lectures, interactive class discussions, role play, individual and group presentations, as well as two written cases and a self-reflective paper, students emerge with the realization that becoming a highly effective communicator is a learned, active process, as well as a necessary and powerful skill base of any leader.

78-611 Accounting Concepts and Techniques

An examination of the core concepts of financial accounting, which includes the determination of income and the recognition, measurement, and reporting of assets, liabilities, and owners' equity. Different methods of the utilization of accounting information for business planning and management problem solving are explored. Core concepts of financial statement analysis, tax considerations, cost-volume-profit analysis, budgeting, cost allocation, job order, and process costing are covered. The impact of ethical, regulatory, and environmental aspects on the interpretation and application of accounting information are considered.

78-612 Finance in a Global Perspective

A study of the concepts and principles of financial management of the business enterprise within the global financial environment. Emphasis is placed on the contemporary and emerging hardware/software tools, information management, and information technology. Following an introduction of domestic and international financial markets and instruments, the concepts of value, risk, and efficient markets are covered. Capital budgeting, financial analysis and planning, and short term financial management are also introduced. With these concepts in hand, the student learns how to envision, design, and evaluate computer-based solutions for typical business problems.

78-613 Managing Employees

An analysis of the knowledge, roles, responsibilities, and skills required of today's managers. Three approaches are examined: systems, process, and behavioural. An emphasis is placed on the contingency view of management with respect to the process of organizing human resources to set and accomplish organizational goals.

78-614 Marketing

An introduction of marketing management concepts and techniques that can be applied to private sector business as well as to not-for-profit organizations' marketing and communication activities. Emphasis is placed on the marketing mix elements of product, price, place, and promotion.

78-631 International Business

A survey course providing a discussion of the international business environment and the decisions made by managers in international firms. Historical development of international business and the current global focus of international firms are considered. The international global environment, including theories of trade and foreign direct investment, balance of payments and international institutions, and models for evaluating the environment in order to select the best international strategy or mode of entry for a particular location are examined. Finally, the functional decisions made in international firms – financial, marketing, operational, human resources – and issues associated with international structure and control are briefly examined.

78-632 Quantitative Studies

A focus on the important aspects of probability and statistics as they relate to the effective presentation of data and to decision-making under uncertainty, and on the use of mathematical modeling as it relates to problem-solving within an organization. A solid background in the quantitative techniques used by successful business organizations is provided.

78-633 Introduction to Business Logistics Management

A discussion of major issues relating to distribution activities at a micro and macro level. The development of channel systems and the behavioural and legal aspects of channel relationships will be reviewed. Distribution systems will also be discussed and will include such topics as management transportation, inventory management, warehousing, materials handling, and customer order processing.

78-634 Leadership and Organizational Change

An exploration of an analytical framework to understand organizational transformation through leadership and vision building, strategic human resources planning, restructuring and redesigning, and organization environment interactions. Students will focus on the practical aspects of diagnosing the need for change and supporting, facilitating, or leading the change process.

78-635 Purchasing and Procurement

A discussion of effective purchasing techniques and strategies to lower total costs and increase quality within the organization. The course will focus on developing, implementing, and using purchasing systems and policies that support the acquisition of materials, quality assurance, sourcing of supplies, and inventory management will be included.

78-636 International Financial Reporting

An exploration of the international environment of financial reporting. Particular emphasis is placed on International Accounting and Financial Reporting Standards. The preparation and presentation of financial statements, including such matters as accounting for tax, foreign currency transactions, and interim financial reporting are reviewed.

78-637 International Financial Management

A study of the problems encountered by an international financial manager. Topics discussed include: international markets, spot and forward currency fluctuations, positioning corporate funds, investment decisions, hedging, and exposure management.

78-638 Human Resources Management

A study of the role of human resources activities in facilitating the achievement of organizational effectiveness. Exposure to both management and labour perspectives with regards to human resources issues will be provided by this course. Particular attention will be placed on the roles of labour relations and trade unionism as they pertain to human resources activities. Students will gain an understanding of the principles of human resources management and develop the skills required to solve people problems in the workplace.

78-651 Business Strategy

This is the capstone course of the Master of Management program. It integrates the knowledge gained in prior courses and focuses this knowledge on the functions of top management in an organization. Discussion of concepts and current practice are combined with case studies of strategic leadership, strategy formulation, and implementation in a domestic and international environment.

78-655 Domestic Transportation and International Shipping

A study of regulatory, economic, and management aspects of transportation. The needs and interests of the carriers, governments, and the shipping industry will also be studied. An evaluation of carrier alternatives for both passengers and the cargo in terms of their relative advantages and disadvantages will be discussed.

78-656 Quantitative Analysis for Logistics and Supply Chain Management

An introduction to the use of quantitative approaches in decision-making. Linear programming (model formulation and applications, computer solution, sensitivity analysis, and interpretation), transportation model, project management, PERT/CPM, and inventory control will be such topics discussed.

78-657 Supply Chain Management

Logistics and Supply Chain Management stream capstone course. A special seminar course designed as a capstone for the Logistics and Supply Chain Management stream. An integrative perspective of supply chain strategy, supply chain finance, supply chain information systems, product design, relations building and ERP will be provided.

78-661 Consolidated Financial Statements

An in-depth review of such matters as definitions of subsidiaries, associates, and joint ventures; equity accounting; exclusions from consolidations; and the preparation, presentation, and analysis of consolidated balance sheets and income statements.

78-662 Accounting Systems Control and Auditing

An exploration, from an international perspective, of accounting systems control and auditing. The framework and regulation of controls and audits, planning and risk, internal controls, audit evidence, group audits, and reposting are covered.

78-663 Corporate Governance

International Accounting and Finance stream capstone course. An analysis of matters of corporate governance and managerial responsibility to the organization's stakeholders with special reference to the regulatory framework, business ethics, and the consequences of failures in governance.

78-665 International Management

Focus is placed on the problems and issues that confront managers in the area of international business. A major objective will be to develop a sensitivity that will enhance the student's ability to operate in the complex environment of multi-cultural business. Background materials, cases, and exercises will involve the students in the challenges facing the international manager.

78-666 Managing for High Performance

An examination of the preparation needed to manage the unexpected in a time of organizational turbulence and change. Primary focus will be placed on the organization's approaches required to develop their staff and their structures so they can meet challenges with flexibility rather than rigidity.

78-667 Current Human Resource Trends

Human Resources Management stream capstone course. A reading and research seminar that examines major concepts and important current problems in international Human Resources Management. Issues such as executive and management compensation, implementation of international labour standards in developing societies, development of an effective workforce, and dealing with outsourcing of corporate activities will be covered.

Appendix 2: Application Procedure

Interested applicants must provide:

- 1) A statement of interest in teaching in the program that specifies the particular course or courses the applicant wishes to be considered for. This statement should detail how the applicant meets the stated qualifications. (See Appendix 4 re: Instructor Selection Criteria)
- 2) An indication of the willingness of the instructor to teach one or more sections (if offered).
- 3) Clearly indicate the term(s) that you are willing to teach.
- 4) A copy of their CV.
- 5) Prior quantitative and qualitative student assessments of teaching capabilities and/or client testimonials are particularly welcome.
- 6) Applicants should provide a tentative overview/instructional plan for the course they are applying for. (This need not be as detailed as a course outline). This overview would specify a proposed structure for the course including topics to be covered and teaching methods to be employed, 2) how various teaching methods will be incorporated, and, 3) proposed methods to determine grades
- 7) All instructors will be expected to attend an orientation session which will cover administrative details and other matters such as marking criteria, overall content coordination, and so on.
- 8) It is expected that courses in this program will be international in their orientation. Course curricula should focus on international issues in their related disciplines. Instructors need to specify how their proposed courses meet international standards.
- 9) Instructors who have previously taught the course for which they are applying should:
 - (i) Include their most recent course outline; and
 - (ii) Indicate what changes they propose to the original course structure. These changes should take into account student reactions and feedback.

Interested applicants are to submit applications directly to the Centre for Executive and Professional Education online at: www.uwindsor.ca/cepe ➤ Click on Instructor Recruitment

We thank all applicants in advance for their interest in teaching for the Centre for Executive and Professional Education at the University of Windsor, however, only successful applicants will be contacted.

Appendix 3: Letter VII – Executive Education Programs from the Collective Agreement between the Faculty association and the Board of Governors of the University of Windsor (2017 - 2021)

LETTER VII - EXECUTIVE EDUCATION PROGRAMS
from
**COLLECTIVE AGREEMENT BETWEEN THE FACULTY
ASSOCIATION AND THE BOARD OF GOVERNORS
OF THE UNIVERSITY OF
WINDSOR July 1, 2017-
June 30, 2021**

1. The University may operate Executive Education Programs in Business and Engineering approved by Senate and that are made up of credit courses not assignable as part of the normal workload of the member under Article 5, where the tuition fees and instructor stipends are market driven.
2. The programs are designed to meet the specific needs of professionals and business people seeking opportunities to acquire new knowledge and skills so as to enable them to improve or shift their careers and not compete with the University's academic programs.
3. With the agreement of the Faculty Association the University may operate Executive Education Programs in other fields. In such cases, Executive Education Program proposals shall be approved by the council of the contributing AAU(s) and shall be referred to the Faculty Association prior to final approval by the appropriate Senate committee.
4. Should the Faculty Association not agree to a University proposal to operate an Executive Education Program in a field other than Business and Engineering the matter may be referred to arbitration for determination of whether or not the program proposed by the University meets the criteria for Executive Education Programs referred to in this Letter VIII paragraph 2. The arbitrator shall be drawn from the panel of five (5) arbitrators referred to in clause [39:14 \(b\)](#). The University shall pay the fees and expenses of the arbitrator.
5. Executive Education Programs may be delivered at various locations using diverse delivery mechanisms, including alternative learning technologies and team teaching, and at times convenient to the students including teaching evenings, weekends and in intensive periods.
6. The Board of Management is responsible for the Executive Education Programs. It has the responsibility for the business aspects of the program and it is accountable to the University's Board of Governors.
7. The Board of Management is composed of the Provost, Deans of participating Faculties, and three (3) to five (5) representatives from business, industry, and professional organizations. In addition, there shall be one (1) faculty member representing each Executive Education Program.
8. Except as otherwise provided in this Letter VIII, the Board of Management sets the terms and conditions of employment of the instructors. The Executive Education Program's day-to-day operations are conducted by an Executive Director who reports to the Provost and is a member of the Academic Advisory Council.

9. Instructors are sought in accordance with procedures agreed by the appropriate AAU(s) and may include advertising, both externally and internally in the appropriate AAU(s), and by direct solicitation. Those appointed will have relevant experience and qualifications. The appointments are agreed, in accordance with the policies of the Board of Management, by the Dean following recommendation by the AAU appointments committee in the Faculty that is responsible for the academic aspects of the program.

10. Once appointed, instructors are members of the bargaining unit. Stipends are paid per course or per part of a course, and like the fees paid by students, are market driven. The stipends are negotiated on an individual basis and are determined by the Provost, in accordance with the policies set by the Board of Management.

11. The parties acknowledge that the Executive Education Programs inure to the benefit of the University and to the members of the Faculty Association as these programs provide additional revenue to the University, additional employment opportunities to the members of the Association, and serve to further enhance the reputation of the University as an innovative institution concerned with meeting the diverse needs of our community and providing excellence in teaching, research and service. The University thus attracts increased numbers of students. The additional revenues allow the University to support faculty research and academic programs.

12. The clauses of this Agreement listed below and the terms and conditions set by the Board of Management referred to in paragraph 8 above, apply to those persons appointed to teach in Executive Education Programs. In the case of a conflict between the clauses of this Agreement listed below and the terms and conditions set by the Board of Management, the clauses of this agreement listed below shall apply:

1:01, 2:01, 3:01, [3:03](#), [4:01](#)– 4:05, [10:02](#), [10:03](#) (as to religious beliefs, doctrines and practices), [10:04](#), [10:05](#), [11:01](#), 30:01–30:08, 32:01, 32:02, [38:01](#)–[38:07](#), [39:01](#)–[39:16](#), [50:01](#), [50:02](#), [51:01](#), [51:02](#), [53:01](#), [53:02](#), [58:01](#), 61:01(a).

13. Where the Faculty Association contests the interpretation and applicability of the terms and conditions set by the Board of Management and the University disagrees with the Faculty Association such disagreement shall be determined by arbitration. The arbitrator shall be drawn from the panel of five (5) arbitrators referred to in clause [39:14 \(b\)](#). The University shall pay the fees and expenses of the arbitrator.

14. The University will pay a levy of five percent (5%) of the total gross stipends or fees paid to the instructors in the Executive Education Programs to the fund entitled “The Subsidy Plan for Retiree Health Benefits”.

Appendix 4: Master of Management Instructor Selection Criteria

Overview

The Master of Management is a cost recovery program that must be fully self-supporting in order to be viable. The success of the Master of Management is completely dependent on the reactions of students, which are directly related to the quality of instruction in the program. The overall goal of this hiring process is to select excellent instructors.

Students from abroad will study and live in Canada for 16 months. This program includes 13 courses that are taken over a one year time period. It is incumbent upon instructors to insure that classes are a worthwhile and meaningful experience.

Qualifications

Instructors selected for this program will be expected to demonstrate:

- Appropriate educational qualifications as normally evidenced by a relevant Ph.D., Master's Degree and/or equivalent professional qualifications where appropriate.
- Except in exceptional circumstances, applicants should possess a proven track record of excellence in teaching. This would be evidenced by one or more of the following: 1) Previous teaching experience in the same or similar courses, 2) Course evaluations from credit and non-credit courses, 3) Qualitative student assessments, 3) Client testimonials, and 4) Teaching Awards.
- Appropriate subject matter knowledge/expertise. This should be evidenced by one or more of: 1) Publications (refereed articles, textbooks, articles in professional journals, etc.), 2) work experience, 3) consulting experiences.
- A history of working in a team-oriented/collaborative instructional environment is preferred.
- A demonstrated record of timely reporting of the accreditation information to the Odette School of Business (including AACSB data, Assurance of Learning Data and other data collection requirements)