



Master of Management Call for Instructors

Fall 2025

The Odette School of Business at the University of Windsor is seeking experienced instructors with a minimum of a graduate level degree in a relevant discipline or equivalent professional qualifications to teach during the **Fall 2025** term in our Master of Management program. Specifically, we are seeking instructors with experience teaching one or more of the following courses and/or established expertise in one or more of the topic domains covered in these courses.

Course Code	Course Description	Sections (Tentative)
BSMM-8000	Business Communication	3
BSMM-8110	Accounting Concepts and Techniques	3
BSMM-8120	Finance in a Global Perspective	1
BSMM-8130	Managing for Organizational Effectiveness	3
BSMM-8140	Marketing	4
BSMM-8310	International Business	2
BSMM-8320	Quantitative Studies	3
BSMM-8345	Talent Planning and Staffing	1
BSMM-8355	Employment Law and Policy	1
BSMM-8365	Reward Systems, Talent Development, and Wellness	1
BSMM-8370	International Financial Management	1
BSMM-8510	Business Strategy	3
BSMM-8550	Domestic Transportation and International Shipping	1
BSMM-8570	Supply Chain Management	1
BSMM-8610	Consolidated Financial Statements	1
BSMM-8630	Corporate Governance	1
BSMM-8660	Managing for High Performance	1
BSMM-8670	Current Human Resource Trends	1
BSMM-8740	Data Analytic Methods and Algorithms	2
BSMM-8750	Predictive Modeling and Decision-Making	1

All classes are conducted via in-person instruction. Successful applicants must be prepared to teach in an in-person format. Classes are generally delivered two times per week between 8:00 AM and 9:50 PM. There is some limited flexibility in the scheduling of class days and times to meet instructor constraints. Master of Management classes are offered in accordance with the University of Windsor academic calendar. The Fall 2025 academic term runs from September 4, 2025 to December 18, 2025. Other important dates on this calendar can be found at <https://www.uwindsor.ca/registrar/events-listing>.

For more information on how to apply, please see **Appendix 1**. The deadline for receipt of applications is **May 21, 2025 at 9:00 AM**. 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, 2021 to 2025 (see **Appendix 2**).

Appendix 1: Application Procedure

Interested applicants must complete the online application and provide:

- 1) A cover letter that clearly specifies the course or courses that the applicant is seeking to teach, why the applicant is specifically qualified to teach these courses, and how the applicant meets the qualifications identified in Appendix 3 (Master of Management Instructor Selection Criteria).
- 2) An indication of how many sections of each course the applicant is willing to teach and an indication of the total number of sections that the applicant is willing to teach.
- 3) An up-to-date CV that clearly indicates the following
 - Current occupation
 - Employment history including organization names, time frames, job titles, and role descriptions
 - Educational history including institution names, time frames, and credentials received
 - Details of publications that are relevant to the courses the applicant is seeking to teach
 - Professional development that is relevant to the courses the applicant is seeking to teach
 - Details of prior teaching and teaching assistant experience including job titles, institutions, time frames, courses taught, and whether roles were full-time or part-time.
 - Details of engagement with professional associations, community service organizations, and other community-based activities including those related to the Odette School of Business, the University of Windsor, and the Windsor-Essex community

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

Successful applicants must attend an instructor orientation session prior to the start of the academic term. This session covers administrative details and other matters such as marking criteria, course content coordination, and course syllabus requirements.

We thank all applicants in advance for their interest. However, only successful applicants will be contacted.

Appendix 2: Letter VII – Executive Education Programs from the Collective Agreement between the Faculty Association and the Board of Governors of the University of Windsor (2021 - 2025)

LETTER VII – EXECUTIVE EDUCATION PROGRAMS
from the
COLLECTIVE AGREEMENT BETWEEN THE FACULTY ASSOCIATION AND
THE BOARD OF GOVERNORS OF THE UNIVERSITY OF WINDSOR
July 1, 2021 – June 30, 2025

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 VII, 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 3: Master of Management Instructor Selection Criteria

Overview

The overall goal of this hiring process is to select outstanding instructors with specific expertise and experience in the content covered by the courses being offered. It is incumbent upon instructors to ensure that classes are a worthwhile and meaningful experience.

Qualifications

Selected instructors are expected to demonstrate:

- Appropriate educational qualifications as normally evidenced by a relevant Ph.D., Master's Degree and/or equivalent professional qualifications as necessary to meet AACSB requirements (see Appendix 4).
- A track record of excellence in teaching, except in unusual circumstances. This can be evidenced by one or more of the following: 1) previous teaching experience in the same or similar courses, 2) previous teaching experience at the post-secondary level, 3) quantitative and qualitative student assessments, and 4) previous teaching assistant experience.
- Substantive, current subject matter knowledge/expertise in the course content domain. This would be evidenced by relevant publications (refereed journal articles, textbooks, articles in professional journals, etc.) and/or relevant work/consulting experience.
- Engagement with professional associations, community service organizations, and other community-based activities.
- A successful history of working in a team-oriented/collaborative instructional environment is preferred.
- If applicable, a demonstrated record of responsiveness to the needs and requests of the Odette School of Business and the Master of Management program including timely reporting of grades, accreditation information, Assurance of Learning Data, and other data as requested.

Appendix 4: Master of Management Instructor Selection Criteria Continued

In accordance with the Association to Advance Collegiate Schools of Business (AACSB) Accreditation Standards, qualified applicants must be deemed to be one of the following categories:

Status	Description
IP – Instructional Practitioner	<p>A. Initial Preparation</p> <ul style="list-style-type: none"> • Normally, IP faculty have an MBA or specialized Masters in Business (or a related field) or Canadian CPA or LLB/JD, AND • Normally, at the time of hire, an IP faculty member's professional experience is current, substantial in terms of duration and level of responsibility, and clearly linked to their primary area of teaching. Normally, professional experience should reflect attainment of managerial or executive level experience at an organization or entity with substantial annual revenues. <p>B. Sustained Engagement Activities - IP-status faculty may normally undertake a variety of professional engagement activities related to business and management practice:</p> <ul style="list-style-type: none"> • Demonstrate currency through one or more of the following: significant and ongoing managerial or executive level professional work (e.g., Manager, Partner, Vice-President) demonstrated through continued full-time employment, or consulting activities that are substantial in nature, or membership in the Board of Directors at a for (or not for) profit organization with substantial budget and where appropriate maintain professional certifications that are active and current. • Retired faculty members classified as SA, PA, SP, or IP at the time of their retirement can maintain IP status for 5 years after retirement. Beyond 5 years, they will have to demonstrate currency through significant and ongoing professional work in order to maintain IP status. • Retired professionals from senior executive, managerial positions at a for (or not for) profit organization with substantial budget can maintain IP status for 5 years after retirement. Beyond 5 years, they will have to demonstrate currency through significant and ongoing professional work in order to maintain IP status.
SP – Scholarly Practitioner	<p>A. Initial Preparation</p> <ul style="list-style-type: none"> • Normally, SP faculty have an MBA or specialized Masters in Business (or a related field) or Canadian CPA or LLB/JD, AND • Normally, at the time of hiring, an SP faculty member's professional experience is current, substantial in terms of duration and level of responsibility, and clearly linked to their primary area of teaching. Normally, professional experience should reflect attainment of managerial or executive level experience at an organization or entity with substantial annual revenues. <p>B. Sustained Engagement Activities – Normally, all SP faculty are expected to:</p> <ul style="list-style-type: none"> • Demonstrate currency through one or more of the following: significant and ongoing managerial or executive level professional work (e.g., Manager, Partner, Vice-President) demonstrated through continued full-time employment, or consulting activities that are substantial in nature, or membership in the Board of Directors at a for (or not for) profit organization with substantial budget and where appropriate maintain professional certifications that are active and current, AND • Publication of 2 practice-oriented publications (e.g., articles) in journals classified under Odette RQA or equivalent; AND/OR publication of 2 cases in

	renowned outlets (e.g., Ivey, Harvard, Darden) during the last 5 years.
PA – Practice Academics	<p>A. Initial Preparation</p> <ul style="list-style-type: none"> • PhD/DBA in business or related field obtained during the last 5 years. <p>B. Sustained Engagement Activities – Normally faculty members designated as PAs undertake substantial professional activities related to business and management practice such as:</p> <ul style="list-style-type: none"> • Significant professional work (e.g., Accountant, Financial Analyst, HR Professional, Lawyer; in academia - Dean, Associate Dean, Director; Consulting activities that are substantial in nature) over the 5-year period, OR • Publication of 2 practice-oriented publications (e.g., articles) in journals classified under Odette RQA or equivalent; AND/OR publication of 2 cases in renowned outlets (e.g., Ivey, Harvard, Darden) during the last 5 years. • Normally, faculty designated as PAs will retain their status for three years after finishing their administrative term.
SA – Scholarly Academics	<p>A. Initial Academic Preparation</p> <ul style="list-style-type: none"> • PhD/DBA in business or related field obtained <u>during the last 5 years</u>, or All but Dissertation (ABD) in business obtained during the last 3 years. <p>B. Sustained Engagement Activities – All faculty who are classified as SA are:</p> <ul style="list-style-type: none"> • Normally expected to publish <u>2 peer-reviewed journal (PRJ) articles during the last 5 years</u> in journals classified under Odette Research Quality Assessment (RQA) or equivalent, OR • Publication of <u>1 PRJ article in a Pinnacle journal</u> as classified under Odette RQA or equivalent may be considered in lieu of 2 PRJs to maintain SA status. • In rare cases substantial external grant activity or significant proceedings in peer reviewed conferences along with normally 1 PRJ may be considered to maintain SA status.

Course Descriptions:

BSMM-8000 Business Communications

Building on an understanding of the communication process and barriers to communication, students develop, the sensitivity and flexibility required to address the needs of different audiences. Throughout the course, communication strategies and practical skill building for leaders is stressed. Time is also devoted to communication concepts and techniques as well as case studies outlining issues faced by communicators in organizations. Students are taught a rhetorical approach to communication that utilizes communication strategies and best practice methods for planning and organizing ideas in business writing and presenting to achieve communication goals. Through teaching and interactive class discussions, role play and workshops, individual and group presentations, and written assignments, students come to understand that becoming a highly effective communicator is a learned, active process and a necessary skill base of any leader.

BSMM-8110 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 will be explored. Core concepts of financial and managerial accounting such as financial statement analysis, tax considerations, cost-volume-profit analysis, budgeting, cost allocation, job order and process costing will be covered. The impact of ethical, regulatory, and environmental aspects on the interpretation and application of accounting information will be considered.

BSMM-8120 Finance in a Global Perspective

A study of concepts and principles of financial management of the business enterprise within the global financial environment. Emphasis will be 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 will be covered. Capital budgeting, financial analysis and planning, and short-term financial management will also be introduced. With these concepts in hand, the student will learn how to envision, design, and evaluate computer-based solutions for typical business problems.

BSMM-8130 Managing for Organizational Effectiveness

This course examines organizational behaviour theories in depth and explores how these can be applied to foster effective organizations. It addresses topics that include individual outcomes (i.e., job performance, organizational commitment, retention, job satisfaction), interpersonal dynamics (i.e., power, politics, conflict), organizational structure and design, and organizational culture and change. Attention will be given to motivating behaviour in organizations, fostering effective teams, and leadership. Students will acquire an understanding of the individual, group, and organizational processes that drive behaviour within organizations.

BSMM-8140 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 will be placed on the marketing mix elements of product, price, place, and promotion.

BSMM-8310 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 will be 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 will be

examined. Finally, the functional decisions made in international firms – financial, marketing, operational, human resources – and issues associated with international structure and control will be briefly examined.

BSMM-8320 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 modelling as it relates to problem solving within an organization. A solid background in the quantitative techniques used by successful business organizations will be provided.

BSMM-8345. Talent Planning and Staffing

Provides a rigorous examination of organizational efforts to match people and jobs, onboard recruits, and make selection decisions. Topics include employer branding, job analysis, recruitment and selection, onboarding, business closure, and termination and outplacement practices. Emphasis is placed on how effective, equitable workforce planning, recruitment, and selection systems can be used to foster organizational success

BSMM-8355. Employment Law and Policy

Examines the role that workplace legislation plays in shaping the workplace environment. A systematic overview is given of the legal and regulatory frameworks that govern employer-employee relations in union and non-union workplaces. The course focuses on laws and regulations related to employment standards, collective bargaining, arbitration, union certification, and human rights. Some consideration is also given to other legislation of relevance to human resource management including laws related to payroll taxes, pensions, and privacy. The course aims to prepare students to evaluate and respond effectively to the wide range of legal issues encountered in practice. Students are also encouraged to consider how laws and policies influence equity, diversity, and inclusion in the workplace.

BSMM-8365. Reward Systems, Talent Development and Wellness

This course examines how organizations can foster employee performance, construct reward systems, promote employee wellness, and develop and manage employee talent. The roles that organizational health, safety, and wellness play in developing and maintaining a strong organizational culture and a productive workforce are also examined. Students are challenged to assess organizational health, safety, and wellness practices, compensation and reward systems design, performance management systems, training programs, and succession planning. The course also provides an overview of relevant legislation such as the Occupational Health and Safety Act and its application.

BSMM-8510 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 and strategy formulation and implementation in a domestic and international environment.

BSMM-8550 Domestic Transportation and International Shipping

A study of the 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.

BSMM-8570 Supply Chain Management (Logistics and Supply Chain Management Stream Capstone)

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, relationship building, and ERP will be provided.

BSMM-8610 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.

BSMM-8630 Corporate Governance (International Accounting and Finance Stream Capstone)

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.

BSMM-8660 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.

BSMM-8670 Current Human Resource Trends (Human Resources Management stream capstone)

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.

BSMM-8740 Data Analytic Methods and Algorithms

This course is the exploration of an analytical framework for method selection and model building to help students develop professional capability in data-based techniques of data analytics. A focus will be placed on comparing and selecting appropriate methodology to conduct advanced statistical analysis and on building predictive modeling in order to create a competitive advantage in business operations with efficient analytical methods and data modeling.

BSMM-8750 Predictive Modeling and Decision-Making (Capstone)

This is a project-based capstone course for the Business Data Analytics field. It is a research seminar that adopts an integrative perspective to examine major concepts and important contemporary problems in data management and analytics. Students will use a software/modelling method chosen for data management (e.g., R or Python) to practice skills learned in class on data preparation, analysis, and predictive modeling to improve decision-making quality in a turbulent business environment, with a focus on portfolio and asset management, e.g. FinTech, financial assets pricing and management. Projects also include working with faculty on existing problems facing various industries.