

## Master of Management Call for Instructors

Winter 2023

The Odette School of Business at the University of Windsoris seeking experienced instructors with a minimum of a Master’s level degree in a relevant discipline or equivalent professional qualifications to teach during the **Winter 2023** 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 domains covered in these courses.

BSMM-8120 - Finance in a Global Perspective

BSMM-8350 - Purchasing and Procurement

BSMM-8510 - Business Strategy

BSMM-8560 - Quantitative Analysis for Logistics and Supply Chain Management

BSMM-8570 - Supply Chain Management

BSMM-8720 - Data Analytics & Project Management

BSMM-8730 - Data Acquisition & Management

All classes for the Winter 2023 term are scheduled to be 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 limited flexibility in the scheduling of the days and times that each class is offered to meet instructor constraints.

Important Dates for the Master of Management Winter 2023 Term:

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| WINTER 2023 | |
| January 3 | University reopens |
| January 5 | Classes Begin |
| January 21 | Add/Drop Day |
| February 1 | Financial Drop Date |
| February 20 | Family Day |
| February 21 – 23 | Reading Week |
| February 24 | University closed |
| March 9 | VW Day |
| April 5 | Last Day of Classes |
| April 4 – 6 | Make-up week |
| April 7 | Good Friday |
| April 10 | Final Exams Begin |
| April 21 | Final Exams End |

Instructor compensation is highly competitive. For more information on how to apply, please see **Appendix 1**. The deadline for receipt of applications is **November 28, 2022, at 11:59 PM.**

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**). Students in this program are primarily international students who study and live in Canada for sixteen months. Each stream of the Master of Management program consists of 13 courses. There are four streams currently being offered in this program. They are: 1) Human Resources Management; 2) International Accounting and Finance; 3) Logistics and Supply Chain Management; and 4) Business Data Analytics.

**Appendix 1:** Application Procedure

Interested applicants must complete the online application and provide:

1. A statement of interest in teaching in the program 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 the total number of sections that the applicant is willing to teach.
3. An up-to-date CV that clearly indicates the applicant’s primary occupation, education, employment history, professional development, and details of courses taught in the past.
4. An optional summary of prior quantitative and qualitative student assessments of teaching capabilities and/or client testimonials.

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

Successful applicants will be expected to attend an orientation session that 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).

1. 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 by 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.
2. 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 excellent 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).
* 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, 4) Client testimonials, and 5) Demonstrated fit in a team-oriented/collaborative instructional environment.
* Appropriate subject matter knowledge/expertise in the course content domain. This would be evidenced by one or more of the following: 1) publications (refereed journal articles, textbooks, articles in professional journals, etc.), 2) work experience, and 3) consulting experience.
* A successful history of working in a team-oriented/collaborative instructional environment is preferred.
* If applicable, a demonstrated record of timely reporting of accreditation information and other data to the Odette School of Business including AACSB data, Assurance of Learning Data, student grades, and other data as requested by the school.

**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:

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| **Status** | **Description** |
| **IP – Instructional Practitioner** | **A. Initial Preparation**  • 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.  **B. Sustained Engagement Activities** - IP-status faculty may normally undertake a variety of professional engagement activities related to business and management practice:  • 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** | **A. Initial Preparation**  • 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.  **B.** **Sustained Engagement Activities** – Normally, all SP faculty are expected to:  • 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** | **A. Initial Preparation**  • PhD/DBA in business or related field obtained during the last 5 years.  **B. Sustained Engagement Activities –** Normally faculty members designated as PAs undertake substantial professional activities related to business and management practice such as:  • 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** | **A.** **Initial Academic Preparation**  • PhD/DBA in business or related field obtained during the last 5 years, or All but Dissertation (ABD) in business obtained during the last 3 years.  **B.** **Sustained Engagement Activities** – All faculty who are classified as SA are:  • Normally expected to publish 2 peer-reviewed journal (PRJ) articles during the last 5 years in journals classified under Odette Research Quality Assessment (RQA) or equivalent, OR  • Publication of 1 PRJ article in a Pinnacle journal 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. |