Centre for Continuing Education, McMaster University:
The Centre for Continuing Education provides professional education to individuals and corporate clients, in order to enhance careers and foster workforce development. Our vision is “to achieve national distinction for high quality, flexible and innovative professional education programs”.

Position Description:
CCE is currently accepting applications for part-time course instructors for the Applied Clinical Research Program for the 2018-2019 academic year, starting in September 2018. In this role, you will provide online instruction using a combination of adult learning techniques, such as presentations, class discussion, case study, and group activities. You could be selected to teach exclusively in one course or could teach in more than one course depending on your experience and interests. You could be assigned one to three scheduled semester courses depending on your availability, preferences and schedule of offered courses (Fall, Winter and Spring/Summer). If selected, you could also be added to a pool of instructors for future course offerings.

CCE is currently accepting applications for part-time course instructors to teach in the following courses:
- ACR 101: Principles of Clinical Research
- ACR 103: Clinical Trial Design

Course Format:
Online courses are delivered using McMaster University’s learning management system (LMS), Desire to Learn. Courses are schedule for 12-week durations throughout the academic year. Online classes have no in-person requirements. Students work through the content online with the Instructor facilitating their learning process.

Instructor Responsibilities Include:
- Contributes to ongoing design and development of course materials and content in a way that complements other course offerings in the program
- Participates, as required, in meetings and discussions related to course design/improvement
- Revises assessments and evaluation rubrics as required (including but not limited to quizzes/tests, group projects, case studies, etc.)
- Provides formal and informal feedback/evaluation to students including the grading of assignments/exams
- Completes all required preparation prior to course delivery
- Facilitates delivery of curriculum according to course learning plan, using best practices in online learning
- Corresponds with students as required during the course offering
- Completes all required documentation for the program administration
- Works with program staff to ensure that all required materials and resources are available to participants/students in a timely fashion, and to support program administration
- Effectively utilizes the learning management system, a web conferencing system and other external technologies as needed.
- Engages in CCE developed continuous learning opportunities for instructors for continuous improvement and quality of courses/programs

Please note: Course outlines, learning outcomes, suggested readings and assessments are developed as part of McMaster’s academic approval process and do not need to be developed by the Instructor.
Qualifications:
The ideal candidate will be:

- A clinical research practitioner with extensive experience in the field.
- A minimum of a Master’s Degree or equivalent in an appropriate field of study is required.
- Preference will be given to candidates holding a Clinical Research Professional Certification.
- Demonstrated knowledge of research regulations and guidelines, including ICH/GCP guidelines, SOPs, FDA and Health Canada Regulations is required.
- Teaching within the field and training in adult education, especially online is a strong asset.
- Additional requirements include broad sector knowledge, strong interpersonal and organizational skills, proven research skills and problem-solving ability, computer acumen, and a demonstrated ability to enable others to learn.

Interested candidates:
Send resume and cover letter to Nathalie Vallee, Program Manager, cceacr@mcmaster.ca by June 26, 2018.
Please indicate on your cover letter which course you would prefer to be an instructor for and why.

We welcome applications from people who are reflective of the diverse communities we serve.
Only qualified candidates will be contacted. CCE does not send confirmation of receipt of applications.