**GLIS 645**

Course Lecturer in Archival Principals and Practices

Winter 2018

Deadline for receipt of complete applications: October 15, 2018

McGill’s School of Information Studies Master’s program (<https://www.mcgill.ca/sis/home>) is seeking a Course Lecturer to teach the Archival Principals and Practices course. The official course description is as follows (<https://www.mcgill.ca/sis/courses>):

*Fundamental principles and practices of archival studies, including records life cycle, history of archives, cultural memory, authentic recordkeeping systems, acquisition, appraisal, arrangement, description, preservation, reference and access, social and cultural systems, financial and legal systems, ethics, advocacy programs, fund raising, legal issues, archives-related professions, research methodology and implementation.*

The course lecturer should have successfully completed graduate courses in archival description and archival practice. Ideally, the candidate will have had at least two years of professional experience in an archives setting. A relevant Master’s degree is required.

The class will be held in the fall semester, January 9- April 3 on Wednesdays from 11:30-2:30 pm. The course lecturer contract will be from January 1-April 30 inclusive. Salary will be commensurate with the salary scale for Course Lecturers, as described in the McGill Course Lecturers and Instructors Union Collective Agreement currently set at $8,220 per course.

If you are interested in applying please email the following: a cover letter outlining your approach to teaching this course, a current C.V. and any teaching evaluations (if available) to the Director of SIS, Dr. Kimiz Dalkir, c/o Shannon Sullivan, Administrative Assistant at [Shannon.sullivan@mcgill.ca](mailto:Shannon.sullivan@mcgill.ca)

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.

L’Université McGill souscrit à la diversité et à l’équité en matière d’emploi. Elle acceuille favorablement les demandes d’emploi des peuples autochtones, des minorités visibles, des minorités ethniques, des personnes handicapées, des femmes, des personnes de toutes orientations et identités sexuelles et d’autres personnes qui pourraient contribuer à une plus grande diversité.

The language of instruction at McGill is English, but a working knowledge of French would be an asset.