

## CUPE Local 3904, Unit 1 Postings: IDN 301 (F26)

# Interior Design CUPE Postings

**POSTING DATE:** July 27, 2026

**DEADLINE TO APPLY:** Applicants must submit their application ONLINE by August 7, 2026 before 23:59

If you have questions about the application process, please contact Darren Creech at [darren.creech@torontomu.ca](mailto:darren.creech@torontomu.ca). All other questions can be directed to Lorella Di Cintio, Interim Chair of the School of Interior Design and the Contract Lecturer Appointment Committee (CLAC), at [ldicintio@torontomu.ca](mailto:ldicintio@torontomu.ca).

### CANDIDATE RESPONSIBILITIES:

#### Step 1: Review Course Listings for Open Positions

You should carefully review the full list of available courses and consider your expertise, eligibility and availability prior to preparing your application. The posting spreadsheet can be found [here](#).

#### Step 2: Collect and Prepare Your Documents

When you have decided the course(s) to which you wish to apply, please use the list below to prepare the documents required for your application package. Please note you should submit **one PDF file** that includes the following:

##### Cover Letter (required)

You are encouraged to use a cover letter to provide a written rationale explaining why you are an ideal candidate for each course to which you're applying. A cover letter allows you to frame your experience and teaching philosophy in a way that highlights what you will bring to the teaching opportunities.

##### CV/Resume (required)

You should include the following in your CV:

- Contact Information
- List of expertise-related skills, as relevant
- Information about your academic and professional currency, as relevant
- Current information about active professional registrations (ARIDO, CIDQ)

##### Portfolio (required)

Please include a portfolio of practice and a relevant website link (12-page limit, showcasing work from the last 5-7 years).

##### Currency Report (for returning instructors only)

A returning instructor (those who have taught with the School of Interior Design within the last 2 years) is required to include their most recent Currency Report. To access yours, please click [here](#).

##### Teaching Evaluations/Assessments (optional but recommended)

Please include any past teaching evaluations/assessments from Toronto Metropolitan University or other academic or technical institutions that may demonstrate teaching experience and excellence.\*

*\*While applicants may submit Faculty/Course Survey (FCS) results from the Winter 2020, Spring/Summer 2020, Fall 2020 and Winter 2021, these results will not be used as evidence of teaching effectiveness by the Contract Lecturer Appointment Committee (CLAC), due to the impact of COVID-19 on these semesters. A negative inference will not be drawn if FCS results are not submitted for these semesters. Alternate evidence of teaching effectiveness may be provided by the candidate for consideration by the CLAC.*

### **References** (for external applicants only)

External applicants (those who have never taught with the School of Interior Design before or in the last two years) may be asked to provide:

- Three (3) reference letters
- An interview may be conducted, which could include skill testing.

## **Step 3: Build Your Application Package**

Your complete application package should consist of one .PDF file which contains all of your required documentation.

## **Step 4: Upload Your Application Package**

Using the Job ID **397259**, your application must be submitted online through the TMU Careers website: <https://www.torontomu.ca/careers/search-available-career-opportunities/>.

Only those applications submitted via these online methods will be considered by the Contract Lecturer Appointment Committee (CLAC) Hiring Panel.

### **QUALIFICATIONS:**

All applicants should have a graduate degree or a baccalaureate degree with related work experience. Preference will be given to applicants with a relevant graduate degree. Specific courses may require other and/or higher qualifications. Instructor positions fall under the CUPE Local 3904, Unit 1 collective agreement:

[CUPE 1 Collective Agreement - Faculty Affairs - Toronto Metropolitan University \(TMU\)](#)

Toronto Metropolitan University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

## **CUPE Selection Criteria and Rating Scale**

**Applicants are rated based on the following criteria:**

Education - 25% (Degrees, preferred/relevant)

Experience - 25% (Professional Practice/Industry/Specific Course-related), includes portfolio of practice and relevant link to website (PDF, 12 page limit, showcasing work in the last 5-7 years)

Currency - 25% (Professional licences/memberships, state, i.e. (N)CIDQ active vs inactive, EDIA, software knowledge)

Teaching - 20% (University-level Experience)

Interactive Skills - 5%

| Interior Design Seniority List |                  |
|--------------------------------|------------------|
| Name                           | Seniority Points |
| Alter, Lloyd                   | 6.33             |
| Cannataro, Nadia               | 6.17             |
| González Bernardo, Aránzazu    | 3.67             |
| Halstead, Jeff                 | 2.83             |
| Korolj, Anamarija              | 3.33             |
| Lacalamita, Andrea             | 2.50             |
| Lee, Jyhling                   | 8.33             |
| Leu, Christine                 | 7.83             |
| Pearson, Christie May          | 1.67             |
| Rendely, Cindy                 | 8.50             |
| Rezza, Franca                  | 3.00             |
| Severn, Stephen                | 1.67             |
| Shaw, Joan                     | 11.17            |
| Spitzer, Ruth                  | 11.33            |
| Webb, Alan                     | 6.17             |
| Zahedi, Safoura                | 3.00             |

#### **Applicant Responsibilities and Application Requirements**

1. Upload an updated resume and/or academic qualifications and any other relevant information concerning your candidacy.
2. Include your current email and mailing address.
3. Provide the address or addresses to which the letter of appointment should be sent and a statement of any periods during which you cannot be contacted.
4. Successful applicants shall be required as a condition of employment to validate their academic qualifications through the provision of original transcript(s) no later than six (6) weeks from the date of the original appointment, if the transcripts have not previously been provided.
5. As a condition of employment, you will be required to complete Toronto Metropolitan University's Accessibility for Ontarians with Disabilities Act (AODA) Customer Service standard eLearning training and the Workplace Violence Prevention and Response eLearning training within two (2) weeks of your appointment start date. Should you have already completed the training in light of a previous appointment at the University, you are not required to redo the training.

#### **Types, Duration and Form of Appointments**

All appointments are contingent upon student enrollment and/or budgetary constraints.

A full-workload sessional appointment is for 30 to 32 total semester hours over two successive semesters.

A full-workload half-sessional appointment is for 15 to 16 semester hours in any one semester.

A reduced-workload sessional appointment is for at least 9 but less than 15 semester hours in each of two successive semesters.

A reduced-workload half-sessional appointment is for at least 9 but less than 15 semester hours in any one semester.

A part-time hourly appointment / two semesters is for less than 9 semester hours in each of two successive semesters.

A part-time hourly appointment / one semester is for less than 9 hours in any one semester.

## **Rating Criteria Descriptions**

These criteria are weighted individually and are listed alongside each individual course posting.

### **Education: the level of relevant academic degrees, including credentials and professional designations.**

- Bachelor's degree required, preferably in a related field; graduate degree or equivalent professional experience preferred.

### **Experience: the extent and variety of relevant work and/or community experience in the discipline**

- The extent of University teaching experience, previous experience teaching the same or an equivalent course at Toronto Metropolitan University, or an equivalent course at another university

### **Currency: evidence of up-to-date knowledge in the discipline.**

- Current or recent employment/interaction with related field preferred; candidates must demonstrate evidence of having maintain up-to-date knowledge (including practice skills, where appropriate) in a specific field/discipline, and/or demonstrate evidence of having maintained academic currency in the specific field/discipline relevant to the course(s) for which the candidate has applied which may include publication in a peer reviewed journal, presentation or attendance at relevant academic conferences, and/or attendance/participation in teaching related conferences (e.g. University Faculty Conference), workshops, seminars, etc.

### **Teaching Skills: evidence of ability to teach effectively and of skills applicable to university- level teaching.**

- Demonstrated capacity to teach; record of teaching excellence preferred; experience teaching in related field; knowledge of best practices in pedagogy and teaching & learning activities; grading & record-keeping: ability to provide relevant feedback to students in a timely fashion, to organize & record grades, and deliver final grades to deadline; teaching skills may be evaluated using tools such as Instructor Assessment forms and Faculty Course Survey results or equivalent documentation.

### **Interactive Skills: evidence of ability to work collaboratively, resolve conflicts, and carry out duties in fair and respectful ways, as well as commitment to ongoing self-assessment.**

- Demonstrated ability to effectively interact with colleagues & students; ability to work effectively in groups; ability to resolve conflict constructively; ability to carry out the duties and obligations

of a Contract Lecturer in a responsible and respectful manner; ability to empathize with others and consider varied perspectives; commitment to ongoing self-assessment and professional improvement.

## **Resources and Policies**

### Duties and Responsibilities

All major duties of Contract Lecturers are outlined in Article 17.1 of the [CUPE 1 Collective Agreement](#).

### Course Management Policy

It is mandatory that successful CUPE Applicants read and understand the University's Course Management Policy, [Policy 166](#).

### Restricted Course

Article 13.2(b) of CUPE 1 Collective Agreement

Restricted work will be posted on a course or section(s) basis and will not form part of a multi- course package (as outlined in Article 13.3(b)) with unrestricted work. Restricted work is not available for application. Such posting will identify such work as being related to the requirement for particular skills, knowledge and/or experience needed to enhance a particular program. All such decisions and the process leading to and incidental to such decisions are within management's discretion and are not grievable.

*Effective May 1, 2022, the University's Vaccination Policy has been suspended. However, due to the fluid and dynamic nature of the COVID-19 virus, should public health indicators change, the University reserves the right to reinstate the Vaccination Policy, as deemed necessary. Should this policy be reintroduced, all successful candidates will be required to be fully vaccinated against COVID-19, and provide such proof via the TMU Safe Mobile App .*

*Course delivery can be online, in-person or hybrid at the sole discretion of the hiring unit. Candidates hired for in-person courses will be required to carry out their teaching on campus. Candidates teaching remotely are required to have access to the appropriate technology, i.e. computer with camera and microphone and high-speed internet.*