
REQUEST FOR PROPOSALS

Community Arts Instructor

The Division of Continuing Studies at the University of Victoria for many years has been offering a broad range of arts courses to meet the needs of community learners. This includes courses in photography, drawing, painting, design, music, theatre, writing, art history, and more. The Division of Continuing Studies invites applications for instructors for courses. These classes are part of non-credit arts programming accessed by members of the community looking to gain new knowledge, skills and explore the creative process. In order to keep our fees reasonable for our community learners, we are able to offer a rate of \$65 for each instructional hour.

Courses proposed can be offered online or in person, and we will consider individual workshops, workshop series as well as courses running for 3 to 10 weeks in duration.

The Division of Continuing Studies is particularly interested in developing long-term relationships with instructors who have high professional standards, excellent communication skills, and a commitment to creating learning experiences immersed in adult education principles.

Preferred requirements

Applicants must be located within Canada to deliver this course and should have:

- a bachelor's degree in fine arts or in the field of education;
- excellent interpersonal, communication, and facilitation skills;
- previous teaching experience;
- instructional experience with adult or non-traditional learners is considered an asset.

HOW TO APPLY

Please submit a completed community course form (below), CV outlining education, professional and teaching experience, and the names and contact information of two references:

Amy Errington, Program Coordinator
Division of Continuing Studies
University of Victoria
artscoord@uvic.ca

Applications received before **April 1** will be considered for our fall program, and applications received before **Sept. 1** will be considered for the spring program.

For further information about community arts programming at the Division of Continuing Studies, please visit <https://continuingstudies.uvic.ca/arts>

Please note: only successful candidates will be contacted.

Equity statement

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

COMMUNITY COURSE DESCRIPTION & INFORMATION

Please fill out each of the fields below to the best of your ability. This will ensure we have the right information we need to promote your course to prospective students.

Also, please see the instructions at the end of this document for additional information information we require from you.

Instructor Information

First Name	Last Name	Have you previously taught for Continuing Studies?	
		<input type="checkbox"/> If YES, skip this section and proceed to the Course Info section	<input type="checkbox"/> If NO, please complete the following:
Email Address			
Address (only include if new or changed)		Phone Numbers (only include if new or changed)	
		Daytime	
		Cell	

Course Information

Course Name (please limit to 50 character maximum)	Is this a new course?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Textbook (if applicable)

Keywords (5-10 words that people might use to search on Google if they were interested in the subject material of this course)

Short Description (2-3 sentences that sum up the content of the course)

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Long Description (65 - 100 words. Try to incorporate as many of the relevant keywords you identified above as you can into the copy.)

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Learning Objectives (Please list 3-5 things students can expect to get out of this course. Bullet points are fine.)

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Instructor Bio (65-100 words) – please only include if new or updated

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Additional Course Information (required)

Proposed Dates (provide 2 options)		Proposed Class Times (provide 2 options)	
Number of Sessions		Hours per Session	
Total Instructional Hours		Maximum Class Size (if preferred)	
Delivery Style Preference (face to face, online, etc)			
Building and/or Room Preference (if known)			
Room Set-up	<input type="checkbox"/> Theatre Style	<input type="checkbox"/> Classroom (tables & chairs)	<input type="checkbox"/> Other:
Audio-Visual Requirements			

Additional Information (optional)

Additional Teachable Areas