
REQUEST FOR PROPOSALS

Community Instructor

Subjects: Humanities, Social Science, Science, Horticulture, and Health

The Division of Continuing Studies at the University of Victoria for many years has been offering a broad range of courses to meet the needs of community learners. This includes courses in Humanities, Social Science, Science, Horticulture, Health, and more. The Division of Continuing Studies invites community course proposals from new and returning instructors. These classes are part of non-credit programming accessed by members of the community looking to gain new knowledge, skills. Please note that while Continuing Studies offers a wide range of professional programs, community courses are intended for personal enrichment, rather than being professional development in nature. If you would like further clarification, please do not hesitate to reach out.

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 during the afternoon, evening or weekend. We will consider one-off courses (2-5 hours in length), courses that run one afternoon/evening/full day per week for 2-6 weeks, or a series of related courses.

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:

- demonstrated subject matter expertise through academic or professional background;
- excellent interpersonal, communication, and facilitation skills;
- previous teaching experience is considered an asset;
- 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:

Marie-Claire Findlay-Brook, Program Coordinator
Division of Continuing Studies University of Victoria
mcfindlaybrook@uvic.ca

Applications received by **Sept 10, 2025** will be considered for our spring 2026 program, and applications received by **April 15, 2026** will be considered for the fall 2026 program.

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

Please note: only successful candidates will be contacted.

Equity statement

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#).

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. **If you have a second, or third, course to propose, please use another form (one form per course). If, prior to submitting this form, you would like to run a topic idea past our program coordinator please send a brief email to mcfindlaybrook@uvic.ca**

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 (65 character maximum, including spaces)	Is this a new course?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Course Materials (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 (65 words preferred, 100 max, that sum up the content of the course. This will be used in our printed calendar)

Long Description (If you wish for a longer description to be included on the course web page, please combine the short description above with any further details- for example, a more detailed description or the course learning objectives- here)

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

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

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