

**APPLICATIONS INVITED:**

**Contract instructor to teach an executive-style, two-week course with an online component  
For PANL 5002: *The Policy and Legal Environment*  
July 2025**

**Master / Diploma of Philanthropy and Nonprofit Leadership (MPNL) program  
Carleton University, School of Public Policy and Administration  
Ottawa, Ontario**

Pursuant to Article 16.3 of the CUPE 4600 Unit 2 Collective Agreement, subject to Article 16.2 and 16.4 through 16.7, applications are invited from members of the CUPE 4600 bargaining unit and other interested persons to teach the following Public Policy and Administration courses during the 2025 summer term.

Candidates should hold at least a Master degree and have particular research or employment experience in a relevant field. Priority will be given to candidates with higher research degrees and greater professional experience. Professional experience will also be favourably considered.

**PANL 5002 – The Policy and Legal Environment [for Philanthropy, Nonprofits and Charities in Canada]**

This required course in the Master/Diploma of Philanthropy and Nonprofit Leadership (MPNL) program is intended to provide students with an understanding of the legal, policy and regulatory regimes that govern the work of charities, nonprofits and philanthropy and how to effectively engage with governments at all levels in order to affect policy change. The intent is that students not only understand the contemporary regulatory and policy environment, but develop an analytical perspective on reforms that would create a more enabling environment for the philanthropic and charitable sector. The focus is on the Canadian context, but international comparisons and examples are encouraged. Case studies, simulations, role playing and other pedagogy suitable to adult learners is an important component of the course. Professional experience in the nonprofit, charitable and philanthropic sector is a valuable asset.

The students are a diverse mix of experienced and aspiring professionals enrolled in the Master or Diploma of Philanthropy and Nonprofit Leadership (MPNL) program, the only degree of its kind in Canada.

The instructor must be able to teach in an intensive, executive-style format over a two-week period (half days, from 1:00 to 4:30 p.m. in week 1 and 8:30 a.m. to 12:00 p.m. in week 2) from June 16 to June 27, 2025. The syllabus should be ready by mid-April (and copies of the syllabus from previous years are available); the instructor should be prepared to have online contact with students from this time to course delivery and from course delivery until final assignments are due and evaluated in late August. For more information, please visit [Carleton.ca/mpnl](http://Carleton.ca/mpnl) or contact the MPNL Graduate Supervisor, Anil Varughese at [anil.varughese@carleton.ca](mailto:anil.varughese@carleton.ca).

A note to all applicants: As per Articles 16.3 and 16.4 in the CUPE 4600-2 Collective Agreement, the posted vacancy above is first offered to applicants meeting the incumbency criterion. A link to the current CUPE 4600-2 Collective Agreement can be found at the Academic Staff Agreements webpage on the Carleton University Human Resources website, at <https://carleton.ca/hr/wp-content/uploads/sites/16/CUPE4600-Unit-2-Sept-1-2022-to-Aug-31-2025.pdf> and the CUPE 4600 website (<https://www.cupe4600.ca/>). This course does not have a teaching assistant assigned to them.

**Applications, in the form of letter and CV, should be sent by Dec 19, 2024, to:**

Professor Jennifer Stewart, Director, School of Public Policy and Administration  
c/o Meghan Innes, Administrator, School of Public Policy and Administration, at  
[Meghan.Innes@carleton.ca](mailto:Meghan.Innes@carleton.ca)