PROCEDURES AND SELECTION CRITERIA FOR SESSIONAL LECTURERS
IN THE FACULTY OF EDUCATION
2012-2013

Procedures

The Faculty of Education shall post all courses for which sessional lecturers are required on the HR web site in accordance with the relevant article(s) of the URFA Collective Agreement. The Faculty shall also post lists of courses available to sessional lecturers on the Faculty web site, inviting applications and stating application deadlines. Sessional instructors currently teaching in the Faculty of Education will receive email notification from the office of the Associate Dean, Faculty Development and Human Resources, alerting them to upcoming sessional opportunities.

Application

Applicants must submit a curriculum vitae listing academic, teaching and professional experience along with the names and contact information of three references. Applicants must also submit a one page statement of teaching philosophy as it relates to the course(s) applied for. If the applicant has previously taught courses in the Faculty of Education, a brief written response to student course evaluations must be included in the application package.

Selection Process

The selection procedure begins after the application deadline of each semester with the culling, by the Associate Dean, of all applications that do not meet the minimum academic requirement. From the pool of applicants that meet the minimum academic qualifications, those that qualify for preference as defined in article 13.7 of the University of Regina/Faculty Association Collective Agreement will be identified. These applicants will then be assessed according to the following criteria to select the best candidate for the course in question:

i) the strength of the applicant’s background in light of the course(s) applied for;
ii) teaching experience of the applicant that is related to the particular course
iii) the strength of the applicant’s teaching record particularly.

In the event of new applicants, or in cases where sessional instructors with preference apply to teach courses not previously taught in the Faculty, the Associate Dean, in consultation with the appropriate program / subject area chair, will evaluate the suitability of the candidate to teach the class. This assessment will be made based on appropriate academic and professional experience. Where classes applied for focus on the theory and practice of teaching in K-12 contexts, successful applicants must have some teaching experience in elementary / secondary schools.

Selection Criteria

In making selections from the pool of applicants, the Associate Dean, Faculty Development and Human Resources, in consultation with appropriate program/subject areas, will apply the following criteria.
Academic Qualifications:
Successful applicants should normally hold at least a Masters’ degree in a relevant academic discipline, and be able to demonstrate an ability to teach the course in question. Applicants with PhDs will be given preference, followed by PhDs ABD, and holders of a Masters’ degree enrolled in a PhD program.

Experience:
Given equivalent academic qualifications, the applicant with more teaching experience in the area in question will be given preference over less experienced applicants. From time to time, an applicant with lower academic qualifications may be selected over an applicant with higher academic qualifications, when it is clear that the former has more relevant experience and/or has a demonstrably superior mastery of the subject matter of the course. In such cases, the Associate Dean will make a decision only after interviewing the candidates.

Understanding of the subject matter:
Applicants for a particular course must demonstrate satisfactory competence to teach the subject matter of the course, including evidence of satisfactory teaching evaluations if the applicant has previous teaching experience.

Equity:
In cases where competing applicants are roughly equivalent in academic qualifications, experience, and mastery of the subject matter of a course, preference will be given to members of the designated employment equity groups who self-identify: women, individuals of aboriginal ancestry, members of visible minorities, and individuals with physical disabilities.

Collective Agreement:
According to the URFA Collective Agreement, among those applicants who meet the Faculty of Education selection criteria, preference will be given to applicants who have been academic staff members for at least three semesters in the past three years.