Recruitment & Appointment: Sessional Lecturers

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Policy per URFA Collective Agreement

Article 12 of the 2014-2017 Collective Agreement addresses the recruitment and appointment of academic staff at the University of Regina. In particular, Article 12.2 addresses search procedures, and it states: “The Dean shall ensure that appropriate procedures are established and followed to enable academic staff members within the academic unit to participate appropriately in the process of recruitment. To this end, the members of a department shall participate in the appointment process within the academic unit through established procedures.”

Appointments in the Sessional Lecturer category are at one of the following ranks: Sessional Lecturer I, Sessional Lecturer II, or Sessional Lecturer III.

Procedure

1. Four months prior to each semester, the Associate Dean (Academic) will contact the Department Heads to submit a list of their Sessional Lecturer requirements for the upcoming semester. For each Sessional Lecturer required, the Department Head must provide the course number and section.
2. The Dean’s Office will post each Sessional Lecturer position on the Human Resources website using E-Recruitment.
3. Following the deadline of the posting, the Department Head will review the applications and based on the “Procedure for the Selection of Sessional Lecturers” outlined below, making a written recommendation to the Associate Dean (Academic).

Selection of Sessional Lecturers

1. Applicants will be evaluated on the following criteria:
   a) the applicant’s academic qualifications;
   b) the applicant’s background and experience in the discipline of the course;
   c) the applicant’s record in teaching, especially in regards to the subject matter of the course.
   Guided by the principles established in Article 3 of the Collective Agreement, in evaluating applicants there shall be no discrimination based on any personal characteristics of applicants, as set forth in the Saskatchewan Human Rights Code.
2. First consideration for the position is given to those qualified candidates with preference, which Article 13.7.1 of the 2014-2017 Collective Agreement defines to be “individuals who have been academic staff members for at least three semesters in the past three years.” Furthermore:
   a) As per Article 13.7.4 of the Collective Agreement, “when more than one applicant for a sessional posting holds preferential status, the contract shall be offered to the candidate who is most qualified for the position.”
   b) As per Article 13.7.2 of the Collective Agreement, “in applying for courses, sessional lecturers may claim preference for a maximum of three courses.”
3. In cases where two or more candidates are equally qualified, and guided by Article 3 of the Collective Agreement, priority will be given to an applicant who, in descending order of priority, is:
   a) a member of one of the designated equity/diversity groups (indigenous people, women, visible minorities, people with disabilities);
   b) a Postdoctoral Fellow or Research Associate in the Department;
   c) a graduate of the Department’s PhD program within three years prior to the start date of the course.