Recruitment & Appointment:
Sessional Lecturers & Lab Instructors

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Owner: Dean’s Office, Faculty of Science
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Policy per Faculty of Science
The minimum academic qualification for appointment as a sessional lecturer in the Faculty of Science is a B.Sc. degree in the relevant discipline. In some disciplines there is also the provision for a B.A. degree. For example, in the Department of Mathematics and Statistics, either a B.Sc. or a B.A. in Mathematics, Statistics, or Actuarial Science would meet the minimum qualifications.

Procedure
1. **Four months prior to each semester the Associate Dean (Academic) will contact the Department Heads** to submit a list of their sessional requirements for the upcoming semester. For each sessional required the Department Head must provide:
   a) Course number(s)
   b) Section
   c) Days and times for each class
   d) Location (CCE Sessions only)

2. **The Dean’s Office will post** each sessional position on the Human Resources website using E-Recruitment. This is mandatory.

3. **Following the deadline of the posting, the Department Head will review** the applications and based on the “Selection Procedures for Appointment” outlined on the next page, makes a written recommendation to the Associate Dean (Academic). The recommendation must include the following information:
   a) Name of Sessional (for each course posted)
   b) Complete mailing address
   c) BANNER ID#
   d) Sessional’s curriculum vitae

**NOTE:** If no applications are received for a posting, and someone is found to teach the class after the deadline, a written recommendation must be made to the Associate Dean (Academic) following the above procedures.

Procedure for Selection of Sessional Lecturers & Lab Instructors
1. **The Department Head will determine which applicants meet the minimum academic qualifications.** From the pool of applicants that meet the minimum academic qualifications, those that qualify for preference as defined in article 13.7 of the URFA Collective Agreement will be identified. The Department Head will first evaluate the applicants that meet the minimum academic qualifications and qualify for preference. These applicants will be evaluated as either suitable or unsuitable. The evaluation will be based on the following:
   a) the strength of the applicant’s discipline specific background;
   b) the appropriateness of that background for the course that the sessional lecturer would be appointed to;
   c) the strength of the applicant’s teaching record particularly for the Department.
2. Those applicants determined to be suitable by the Head will then be ranked according to the factors listed above. The top-ranked suitable applicant will then be recommended as a sessional for that class.

3. In the event of a tie for the top-ranked applicant, priority will be given to the candidate that belongs to the higher category in the following list (given in descending order of priority):
   a) Retired faculty members from the Department;
   b) Postdoctoral Fellows in the Department;
   c) Graduates of the Department’s PhD program who have completed their degree within the last 12 months;
   d) Graduate of the Department’s MSc program who have completed their degree within the last 12 months;
   e) current graduate students;
   f) those who have, over the last three years, taught at least 10 courses as sessionals for the Department.

4. In the event there are no suitable applicants that meet the minimum academic qualifications and qualify for preference, the Department Head will evaluate and rank only those candidates that meet the minimum academic qualifications, according to the process described above and recommend that the top-ranked suitable applicant be appointed as the sessional lecturer for that course.

5. In the event there are no suitable candidates that meet the minimum academic qualifications listed in the advertisement for the sessional position, the Department Head may consider other applicants. In doing so, the Department Head may request further information from one or more of the applicants, and may interview one or more of the applicants. If, in the Department Head’s view, one or more of these candidates is suitable as a sessional lecturer for the course, the Head will rank the suitable candidates according to the process described above.

6. The top-ranked candidate will then be recommended to be appointed as sessional lecturer for that course. This however, does not confer upon the applicant the qualifications needed to teach the course in subsequent competitions.

7. If none of the candidates are deemed to be suitable by the Head, the Head will recommend no sessional lecturer be appointed to teach the course.

Evaluation of Teaching of Sessional Lecturers & Lab Instructors

Background
Since the Faculty of Science requires good teaching of all academic staff members including sessional lecturers, it follows that teaching by sessional lecturers must be evaluated. The following procedures are intended to ensure the courses taught by sessional lecturers meet the Faculty’s pedagogical standards and provide input into decisions regarding appointment.

Procedure
1. Courses taught by sessional lecturers will be evaluated in accordance with Faculty of Science practice as described in the Guide for Academic Staff Members. This document is available on the Faculty of Science website.
2. In addition, for each on-campus course taught by a sessional lecturer in the Faculty of Science, the Department Head or designate will visit at least one lecture, and prepare a written report on that visit. A copy of the report will be provided to the sessional lecturer and the Department Head will meet with the sessional lecturer to discuss the report. A copy of the report will be kept
on file in the Department. Normally, the assessment by the Department Head or designate will be completed within the first half of the semester. In accordance with Faculty of Science procedures (Section III, Guide for Academic Staff Members) all courses taught by sessional lecturers shall be subject to student evaluations.

3. If there are serious concerns regarding the sessional lecturer’s performance, the sessional lecturer will be invited to meet with the Department Head. The purpose of this meeting is to discuss the concerns and to agree on a process to rectify the problem. The sessional lecturer may be referred to a senior faculty member who acts as a mentor.

4. The sessional lecturer will prepare a written report, outlining the steps taken and how successful they have been in addressing the concern. This report will be submitted to the Department Head and kept on file in the Department. If the concern cannot be resolved satisfactorily in the Department, the Department Head will notify the Associate Dean (Academic). The sessional lecturer will be required to write a self-evaluation outlining the steps taken to resolve the teaching concern and how successful these measures have been. This self-evaluation is to be submitted to the Department Head, who will keep the document on file, with a copy to the Associate Dean (Academic).

5. All applications for a sessional appointment in the Faculty of Science shall include, as part of their teaching dossier, copies of teaching evaluations for all courses taught at the University of Regina in the preceding three years. For courses taught for the Faculty of Science, the teaching evaluation will include the statistical summary sheets from the student evaluations and the reports on classroom visits made by the Department Head or designate, as well as any other documentation that may have resulted from the evaluation process.

Related Information

- URFA Articles 12, 13, 14 & 16
  http://www.uregina.ca/hr/services/employee-relations/agreements.html

- Science Guide for Academic Staff Members
  http://www.uregina.ca/science/administration/links.html