

**Appointment and Reappointment Process
of Sessional and Part-time Faculty Members
for the Department of Educational Studies**

(Approved at Department Meeting on March 29 2007)

PRE-APPOINTMENT

Posting

The Administrative Manager, in consultation with the Deputy Head and appropriate Program Coordinator or Management Committee Chair, will post new positions for a minimum of 2 weeks, with a copy of all postings to be sent to the Faculty Association. It is a departmental norm to post new positions for a minimum of 4 weeks. Vacancies or changes in existing appointments arising as the result of unforeseeable events do not have to be posted (Article 2.2*).

Position announcements will be posted on the Department website and distributed via the edst-net and educ-sessional email lists, with a copy to the Faculty Association.

Vetting of Applications

Applications shall be sent to the Administrative Manager, who then vets them to determine if any applicant has taught for the Department as a sessional lecturer within the last 2 years (see article 4.4). This information shall then be communicated to the Deputy Head as well as the hiring committee prior to their review of the applications for any given position.

Consultation Process at the Departmental Level

*In cases where **all** of the candidates for consideration for a particular course assignment have less than a 50% appointment (Art. 6.3):*

Final responsibility for staffing of EDST courses rests with the Department Head.

Recommendations for sessional and part-time faculty appointments shall be made to the Department Head by hiring committees with chairs designated as follows:

- For courses in Adult and Higher Education, the ADHE Coordinator;
- For courses in Educational Administration & Leadership, the EADM Coordinator;
- For courses in the Ed.D. program, the chair of the Ed.D. Management Committee;
- For courses in the Ph.D program, the chair of the Ph.D Management Committee;
- For courses in Society, Culture, & Politics in Education, the SCPE Coordinator;
- For courses in the Teacher Education program, the Deputy Head;
- For courses in Adult Learning & Global Change, the ALGC coordinator.
- For courses in Ts’kel, the Ts’kel Director;

* In this Description of the Appointment & Reappointment Process for Sessional Faculty Members in EDST, all articles refer to the current *Agreement on Conditions of Appointment for Sessional and Part-Time Faculty Members* (for a copy of the agreement, go to www.facultyrelations.ubc.ca/FACULTY/Sessional.htm).

- For courses in research methods, the Deputy Head.

In cases where at least one of the candidates for consideration for a particular course assignment have a 50% (or greater) appointment:

The Head shall consult formally at meetings convened for that purpose with eligible members of the Department in order to ascertain their views and to obtain their recommendation concerning the appointment of all Sessional Faculty and the reappointment of Sessional Faculty with appointments of at least 50% of full time (Article 9.1). Consultation shall be achieved through a department standing committee that consists of not less than 3 members of the Department's Promotion and Tenure Committee. Representation from Sessional Faculty may be added to these committees (Article 9.2).

Criteria for Judging Among Candidates

Candidates for initial appointment at the rank of Sessional Lecturer are judged principally on qualifications, performance in teaching, and experience (Article 2.6).

In making Sessional course assignments, the hiring committees and the Head shall consider:

1. Qualifications to perform the required work,
2. Quality and effectiveness of work performed, and
3. Length of service.

All evaluations of work performed shall be consistent with the criteria and procedures outlined in Articles 7 and 8 of the Sessional Agreement (and see below). Length of service shall be the determining factor only where the other factors are relatively equal. (Article 6.1)

Procedures for Arriving at and Making Recommendations to the Head

The hiring committees shall include consideration of all relevant information, including any relevant information submitted by the candidate, at formal meetings. Information shall include an updated CV. Other information might include consultations with a candidate's references, draft of a course outline (if requested or suggested in the posting), and a personal interview with the candidate. After reviewing the relevant information, the hiring committee shall make a recommendation to the Head. The recommendation shall be that of the majority. (Article 9.4)

Communication of Decisions

Decisions made by the Department Head, in consultation with the Departmental Standing Committee, shall be communicated to the candidate in a timely fashion (Article 9.5). Normally, the Administrative Manager shall send an email message to the selected candidate advising them that they have been recommended for the position. The message will include the following:

- The number of credits
- The time period of the appointment

- The website link to the Sessional Agreement
- A note indicating that upon acceptance of the offer, the candidate would receive a letter from the Dean's office detailing her or his salary and part-time percentage.

APPOINTMENT

In the appointment letter from the Dean's Office, the candidate shall receive:

- A written description of duties (usually, this includes the course/s to be taught but could possibly include coordination or lab duties) (Article 2.3);
- A copy of the Sessional Agreement (Article 2.5);
- Details of their appointment percentage (Part-time percent shall be calculated as a percentage of full-time employment for the period of the Sessional Faculty Member's appointment only, that is, not as a fraction of the whole winter session or the full year) (Article 2.3); and
- Salary information.

Once an appointment is confirmed, the Department sends a letter of welcome plus a copy of the *EDST Orientation Booklet for Sessional Instructors* to new Sessional Faculty Members. The booklet provides general information regarding staff responsibilities, photocopying, keys, parking, and so on.

COURSE ASSIGNMENTS

In making course assignments, the Department will first consider Sessional Lecturers with Continuing Appointments and then existing full-time Sessional Lecturers without continuing status and part-time Sessional Lecturers for additional courses or sections or a course that become available (Article 6.4), subject to the criteria in Article 6.1 (namely, qualifications to perform the required work, quality and effectiveness of work performed, and length of service). Sessional Faculty Members with a Continuing Appointment have a right to assignment to a course load in any academic year at least equal to the percentage of full time equivalent upon which his or her Continuing Appointment is based; their loads will be determined at the same time and in the same manner as other full-time faculty members. Nevertheless, the Department may need to change appointments by substituting or adding teaching assignments or other duties (Article 5.2). New positions are posted only after the pool of Sessional Lecturers has been considered.

EVALUATION OF INITIAL APPOINTMENT

Normally, the Department Head or Delegate, or Committee Member will observe a Sessional Faculty Member's classroom at least once during the initial appointment period, mindful of performance evaluation criteria outlined in Article 8.2 (see below). In the case of on-line instructors, the Head or Delegate, or Committee Member will conduct a virtual visit. For Winter 1 and 2, this observation would normally occur about 1 month into the 13-week term. For Summer 1 or 2, this would normally occur early in week 3 of the 6-week term. For Summer 2a and 2b, this would normally occur early in week 2 of the 3-week term. If there are serious concerns, the Head or Delegate, or Committee Member will investigate and may make recommendations for remediation and

reassessment in writing to the Sessional. If remediation is suggested, the Head or Delegate, or Committee Member shall re-evaluate the Sessional within 30 days of the making of the recommendation (if the course occurs in Winter 1 or Winter 2, or within 15 days if Summer 1 or 2, or within 7 days if Summer 2a or 2b. The Head may use his or her discretion to decide whether or not to reappoint the Sessional Faculty Member (Article 7.1.b).

Alternatively, if, upon the completion of the investigation, the Head or Delegate, or Committee Member does not make recommendations for remediation and reassessment, the Head, in his or her discretion, shall determine whether or not to reappoint the Sessional Faculty Member, and shall so decide within 30 days from the date the concern was raised (Article 7.1.c).

If within 30 days of the completion of a Sessional Faculty Member's initial appointment, serious concerns are raised with respect to his or her teaching performance, the Head or Delegate, or Committee Member shall investigate the concerns (Article 7.2.a). Upon the completion of the investigation, the Head, in his or her discretion, shall determine whether or not to reappoint the Sessional Faculty Member, and shall so decide within 30 days from the date the concerns were raised (Article 7.2.b). In exercising his or her discretion as contemplated within this paragraph, the Head or Delegate, or Committee Member may consult and carry out such evaluation activities as he or she considers helpful (Article 7.3).

If the Head or Delegate, or Committee Member decides not to renew the Sessional's appointment due to unsatisfactory teaching performance, the Head must provide a letter to the Sessional with "full reasons for the denial" and a copy provided to the Faculty Association (Article 10.2).

PERFORMANCE EVALUATION

Following evaluation of a Sessional Faculty Member's initial appointment as specified above, the Department shall continue to evaluate the performance of the Sessional Lecturers on a regular basis. The Head will review the teaching evaluations on an annual basis, and if requested by the Sessional Lecturer, will meet with him or her (Article 8.5). Sessional Lecturers shall be evaluated on their teaching performance under the same processes as other faculty (Article 8.4). In the Department, this is done on an annual basis through term-by-term review of SCET scores.

Evaluation criteria are laid out in Article 8.2 of the Sessional Agreement, as follows:

"Evaluation of teaching shall be based on the effectiveness rather than the popularity of the instructor, as indicated by command over subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of students."

Decisions not to reappoint a Sessional Faculty Member cannot be based exclusively on student evaluations (Article 8.2).

REAPPOINTMENT AND NON-RENEWAL

Sessional Faculty Members have the right to reappointment in accordance with *The Agreement on Conditions of Appointment for Sessional and Part-time Faculty Members* (Article 3.1). The only reasons for non-renewal of appointment of a Sessional Faculty Member shall be (a) teaching performance; or (b) lack of funding; or (c) discontinuance or non-scheduling of a course or section of a course; or (d) for just cause as is generally recognized at law (Article 10.1).

Candidates for reappointment are judged principally on performance in teaching, based on formal evaluation of their performance in all of the courses taught in the previous 12 months. All such evaluations shall be consistent with the criteria and procedures outlined in Articles 7 and 8 of the Sessional Agreement (Art. 3.2).

If a Sessional Lecturer is not going to be reappointed for unsatisfactory performance, the Head will immediately notify him or her in writing, with reasons, with a copy sent to the Faculty Association (Article 10.2). A Sessional Faculty Member has the right to request a meeting with the Head to discuss the reasons for the decision and to provide additional information. The meeting must be held within 7 working days of the request (Article 10.3). The Sessional Faculty Member may file a grievance (see Article 10.4 for details).

A Sessional Faculty Member whose sessional appointment is not to be renewed shall be given at least one month's notice. A Sessional Faculty Member whose assigned course is discontinued or cancelled shall be given at least one month's notice or the sum of \$300 (Article 10.5).

MISCELLANEOUS

Availability of The Appointment and Reappointment Process for Sessional and Part-time Faculty Members (Educational Studies)

This description of *The Appointment and Reappointment Process for Sessional and Part-Time Faculty Members (Educational Studies)* will be posted on the Department's website and will be kept on file in the Dean's Office with a copy to the Faculty Association. A copy of the description shall be given to an applicant who requests it.