

Appendix B. Hiring policy, procedures, and criteria

LLED Sessional and TA Hiring Policy

CUPE 2278 (TA Union) Collective Agreement:

<http://cupe2278.ca/documents-and-information/collective-agreement/>

UBC HR reference: <http://www.hr.ubc.ca/wp-content/uploads/CUPE-2278-2010-2014-Full.pdf>

UBC Faculty Association (FA) Collective Agreement (Sessional Faculty Part 7 pg.90):

<http://www.facultyassociation.ubc.ca/collectiveagreement.php>

UBC HR reference: <http://www.hr.ubc.ca/faculty-relations/collective-agreements/>

Overview

As articulated in Article 2, Part 7 of the FA Collective Agreement, and Article 12 of the CUPE 2278 Collective Agreement, each department is responsible for delineating the process of assigning Sessional and TA appointments. The procedures and processes below are adopted by the Department in full consideration and compliance with both collective agreements.

Application and hiring procedures

- 1) The department will aim to post available courses no later than March for the Summer academic session, and no later than May for the Winter academic session. All courses will be posted on the LLED [website](#).
- 2) Job postings will be posted for no less than two weeks and will require cover letters, updated CVs, and teaching evaluations (if available at time of application). Job postings will state which courses are specifically Sessional opportunities, and which are TA opportunities.
- 3) Applications will be compiled after the closing date, and preferred pool candidates (*see below) will be highlighted. Applications will be sent to Program Coordinators for evaluation. Area Coordinators are encouraged and expected to involve relevant faculty in hiring decisions as necessary.
- 4) Program Coordinators can request further teaching evaluations of individual candidates from the LLED office as necessary. Interviews will be conducted in case the candidate is new to the department and program.
- 5) Sessional and TA hiring recommendations will be made to the Deputy and Dep't Head, who can follow with questions as necessary. Job offers will be made by the Administrative Manager.
- 6) Program Coordinators will recommend a responsible faculty member for TA appointments.
- 7) If, due to last minute leaves, illness or unforeseen circumstances, courses must be staffed immediately, the Department will first look to the preferred pool of applicants and or previous instructors, and approach such individuals directly about availability to teach.
- 8) If new applicants are desired, such openings must and will be posted for as long as possible to fill such needs.

- 9) For Continuing Sessionals in the department, available courses will be offered first (in accordance with Article 5 of the Collective Agreement), as long as such individuals are still eligible and qualified to teach.

Hiring guidelines

1. Hiring decisions are made by Program Coordinators, Deputy Head, Department Head, and Administrative Manager, in consultation with relevant faculty.
2. Within full consideration of preferred pools and rights to re-appointment, Area Coordinators, in conjunction with the Head and the Deputy Head, will work to ensure fair and equitable opportunities for all qualified candidates who apply.
3. All LLED Sessionals and TAs will be hired based on qualifications that include appropriate educational background, relevant experience, and performance in teaching.
4. Given the same qualifications, priority might be given to students without major scholarships or whose scholarships have expired. This is following the collective agreement (13.01 (c)(vi)) which states that if a student's scholarship in a particular year is greater than the TA appointment in the previous year of that scholarship, preference can be suspended and determined by the department when considering TA appointments.

***Preferred Pool, Reappointment and Germain Agreement**

FA Collective Agreement: Article 3 of Part 7 Reappointment

CUPE 2278 Collective Agreement: Article 13.01(c) Preferred Candidates

Sessionals and TAs *do not* have rights to a particular course. Details are in the Germain Agreement:

<http://www.hr.ubc.ca/faculty-relations/files/115-5-Jan-2012-Agreement-re-Sessional-Agreement.pdf>

If Sessional and TA applicants have taught in the previous year, individuals qualify for re-appointment (preferred pools for CUPE 2278) of a 3.0 credit course. Applicants must remain fully qualified, meet teaching background and performance requirements, and continue to demonstrate applicable
