



MET Sessional and TA Hiring Policy

Overview

As articulated in Article 2, Part 7 of the FA Collective Agreement, and Article 12 of the CUPE 2278 Collective Agreement, UBC academic units or programs are responsible for delineating the process of assigning Sessional and TA appointments. MET routinely hires Sessional and Adjunct lecturers to teach courses. Rarely a TA may be appointed to assist an instructor. The procedures and processes below are adopted by MET in relation to Sessional and TA appointments in full consideration and in compliance with both collective agreements.

Application & hiring procedures

1. MET normally posts available course sections no later than 10 weeks prior to the start of the academic session in question. All courses will be posted on the MET website for a minimum of two weeks.
2. Applicants are required to include a cover letter, current CV, and teaching evaluations, including scores and comments (if available at time of application).
3. Applications will be compiled after the closing date, and preferred pool candidates will be identified. Applications will be sent to MET leadership (Director and Associate Director) for evaluation. MET leadership will involve relevant faculty in hiring decisions, as necessary.
4. MET leadership can request further teaching evaluations of individual applicants, as necessary.
5. Interviews will be conducted if the applicant is new to the unit and program.
6. Hiring recommendations will be made by MET leadership. Offers of employment will be made by the MET Administrative Manager.
7. If, due to illness or unforeseen circumstances, courses must be staffed immediately, MET leadership will first look to the preferred pool of applicants and/or previous instructors, and will 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 necessary to fill the need.
9. Available courses will be offered first to tenure-stream faculty. Subsequently, they will be offered to Continuing Sessional Instructors in accordance with Article 5 of the Collective Agreement, as long as such individuals are still eligible and qualified to teach.

Application & hiring guidelines

1. Hiring decisions are made by MET leadership in consultation with relevant faculty, as necessary.
2. With full consideration of preferred pools and rights to re-appointment, MET leadership will work to ensure fair and equitable opportunities for all qualified candidates who apply.
3. All MET sessional lecturers and TAs will be hired based on their qualifications, including appropriate educational background, relevant experience, and performance in teaching.

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

Sessional Instructors and TAs do not have rights to a particular course, as detailed in the Germain Agreement. If Sessional and TA applicants have taught in the previous year they qualify for re-appointment (preferred pools for CUPE 2278) of a 3.0 credit course. Applicants must remain fully qualified and meet teaching background and performance requirements.

Reference documents

- CUPE 2278 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>
- Faculty Association 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/>