

## UBC Sauder School of Business

### Procedures for Appointment of Sessional Lecturers

In accordance with the provisions of the *Agreement on Conditions of Appointment for Sessional Lecturers*:

1. Each year, Sessional Lecturers with continuing status are provided teaching assignments to meet their course entitlement if sufficient courses are available that they are qualified to teach; following the assignment of Tenure/Tenure Track Faculty and Lecturers.
2. Remaining courses are to be assigned across two pools:
  - Sessional pool - based on Article 6.1 of the Collective Agreement (qualifications, quality and effectiveness of work performed, and length of service);
  - External pool - Adjuncts, Visiting Faculty, Postdoc Teaching Fellows, PhD/Graduate students. (PhD students are required to teach as part of their program and learning process, and are assigned to teaching as Sessional Faculty members). Divisional Chairs are responsible for hiring candidates to teach External pool courses in their area, with the approval of the Senior Associate Dean, Academic Programs.
3. Each non-continuing sessional is assigned at least one course from the sessional pool if there is one they are qualified to teach.
4. Any remaining courses in the Sessional pool are then assigned to Sessional Lecturers with less than a full-time course load and to first time applicants as per Article 6.1 of the Collective Agreement. These positions are posted on 2 external sites for one month and at least two weeks on the Sauder Faculty Postings website:  
[https://www.sauder.ubc.ca/Faculty/People/Faculty\\_Openings](https://www.sauder.ubc.ca/Faculty/People/Faculty_Openings)
5. Sessional Lecturer performance is reviewed annually by Division Chairs. This may include: reviewing student course evaluations, course outlines, exams and projects; feedback from students and program offices; peer review of teaching; other relevant information; in accordance to Article 8: Performance Evaluation
6. As per Article 6.4, in the event that courses become available after the initial course assignments within a Division have been made, for reasons such as previously unscheduled leaves of absence, the addition of course sections, rearrangement of schedules or teaching assignments, Sessional Faculty Members with less than full-time appointments within the Department will be notified of these course offerings and have first priority to such courses, subject to the criteria in Article 6.1. Positions will be posted on the Sauder Faculty Postings website in accordance with Article 2.1  
[https://www.sauder.ubc.ca/Faculty/People/Faculty\\_Openings](https://www.sauder.ubc.ca/Faculty/People/Faculty_Openings)