



## Know Your Rights! Sessional Instructors

At UPEI, **Sessional Instructors** are instructors who have full or shared responsibility for teaching one or more courses (fewer than nine contact hours a semester) and who are paid on a per course basis. Sessional Instructors are members of the Faculty Association. Your rights are protected by the *Collective Agreement* (Red Book).

### Remuneration, Advancement and Benefits (G1.2c, G1.15, and Appendix C)

Sessional Instructors are paid on a per course basis. The remuneration is determined by your teaching experience at UPEI. There are three steps of advancement. A new Sessional Instructor begins at Step One. After teaching 24 contact hours (the equivalent of eight courses) an Instructor advances a pay step to Step Two. Another 24 contact hours is needed to advance to Step Three.

If you are teaching a three contact hour course that has a lab meeting at least ten weeks of the term, under your instruction, you will also receive an additional stipend. This should be clearly indicated on your contract.

To be clear: you do not need to teach eight *different* courses to advance. Rather, you can advance by teaching the same course eight different times.

Once you have attained a certain Step you retain that status even if you fall off the Roster. But, if you fall off the Roster, you do lose your seniority and any credits accumulated toward a new step advancement.

If you have taught 12 contact hours (four courses) you should receive an allowance in lieu of benefits. The allowance is 6%. This should be clearly indicated on your contract.

### Roster and Seniority (G1.7.1)

Each department or faculty that uses Sessional Instructors keeps a Sessional Roster. The Roster keeps track of any Sessional Instructor that has taught a course for the department or faculty in the past 24 months. The Roster includes the names of the Instructors, the courses they have taught and when. The Roster should be updated three times a year: by March 1, August 1, and November 1. The centralized university Roster is the product of the department/faculty rosters. You can find the Centralized Roster on the myUPEI frontpage.

The Sessional Roster is used to determine seniority and progression through the steps. Seniority is used in hiring when multiple qualified Instructors apply to teach the same course that none of them have taught before.

You do not need to apply to be on the Roster – you are entered into it when you teach sessionally at UPEI. Your name remains on the Roster unless you ask to be removed from it or you have not taught a course for the department/faculty in 24 months. In the event you fall off the Roster but later return to teach, you will have lost your seniority but will retain your Step. There is the possibility of approved leave from the Roster, without losing your seniority, for academic or medical reasons. We suggest that you check your status on the Roster on myUPEI and if you have any questions about your rights please contact the Faculty Association.

### **Right of Recall (G1.7.2 and G1.3c)**

When you have taught a course three times, or a course considered similar, you are considered to have Right of Recall for that course if it is intended to be offered by your department/faculty. Right of Recall means that the course should be assigned to you and not advertised. If several Sessional Instructors have seniority and Right of Recall to the same course, or if you have already been assigned a course in that semester, the process is more complex. Check the Red Book or reach out to the Faculty Association with questions or concerns.

### **Recurring Contracts (G1.5)**

UPEI sometimes grants recurring contracts to its Sessional Instructors. If you hold Right of Recall for a course that consistently runs, and you have taught at UPEI for three years (teaching at least one course in each of those years) you can apply for a recurring three-year contract. This contract can be extended for another three years. You can hold more than one recurring contract at a time, and you can continue to teach other courses, providing it is fewer than nine contact hours a semester. Sessional Instructors with recurring contracts remain on the Roster and their seniority is counted in the same way as those without recurring contracts.

### **Cancelled Courses (G1.8)**

In the event one of your courses is cancelled, you may be compensated. If your course is cancelled within thirty days prior to the start date, you have a right to a cancellation fee of \$500. If your course is cancelled after teaching has begun, you will receive either the cancellation fee (\$500) or payment for the actual instruction time, whichever is greater. If you have begun teaching, the cancelled course also counts towards your seniority. If the course is part of a recurring contract the cancellation of the course does not mean that the contract itself is cancelled.

A cancelled course cannot be offered to another Sessional Instructor or Faculty Member in the same term. Note also: once a course is advertised as a Sessional position, a Faculty Member cannot "bump" a Sessional Instructor. That is, once classed as Sessional work, the course must be assigned to a Sessional Instructor.

### **Sick Leave (G1.14)**

In cases of illness or emergency, Sessional Instructors can miss up to one week of classes a semester.

### **Departmental Life (G1.12 and G1.13)**

The Employer must endeavour to provide you with an office or workspace and access to library services, a computer, a phone, office supplies and an email account so that you can work. You have the same intellectual property and privacy rights as Faculty Members.

Sessional Instructors have voting rights in their departments and programs. At least one Sessional Instructor shall be elected by the Sessional Instructors per three faculty members, to represent them at departmental meetings.

### **Scholarship (G1.11c) and Financial Support**

UPEI is expected to provide support and resources to Sessional Instructors for external grant competitions. It also has a fund for grants to support the development of Sessional scholarly activity. If you are at Step 2 or Step 3 you are eligible to apply through the Research Advisory Committee. Those at Step 2 or Step 3, and have at least one contract in a given term, also have access to a professional development and travel reimbursement fund up to \$300 per term. Submission of receipts must be done by the last day of classes of that term.