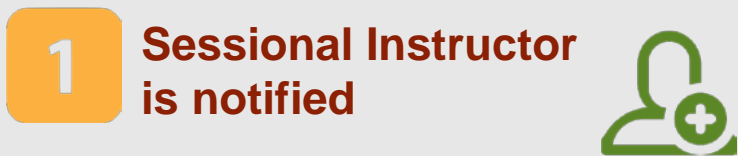


You've been selected as a *Sessional Instructor*...

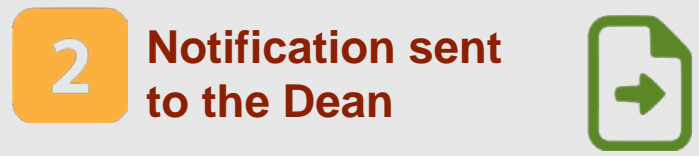
WHEN IS YOUR CONTRACT A CONTRACT?

What happens next in departmentalized faculties



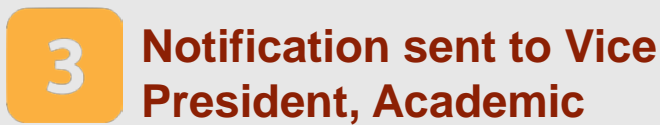
1 Sessional Instructor is notified

The Department Chair sends you a notification of your selection for a teaching assignment as a Sessional Instructor.



2 Notification sent to the Dean

The Department Chair sends notification and forms to the Dean for immediate approval. The one month timeline begins from the Chair's notice (Article G1.9).



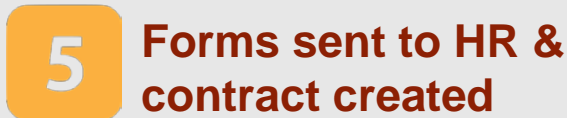
3 Notification sent to Vice President, Academic

The Dean seeks approval from the VP of Academic & Research.



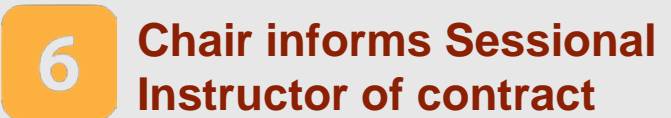
4 Dean sends approval to the Department Chair

The Dean notifies the Department Chair that the contracts has been approved.



5 Forms sent to HR & contract created

All signed forms are forwarded to Human Resources for issuance of the contract.



6 Chair informs Sessional Instructor of contract

The Chair confirms contract in writing to the Sessional Instructor. Congrats—you have a contract! Paper confirmation is issued prior to your teaching assignment.

Need more information?

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Fax: (902) 566-6043
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