

Memorandum

To: Faculty Deans
From: Dr. Christian Lacroix, Vice President Academic
Date: November 2, 2015

RE: Confirmation of Sessional Hiring – Standard Operating Procedure

In preparation for our meeting on November 12th, I am attaching information regarding a standard operating procedure for Sessional hiring.

This is to inform you that a standard operating procedure for **confirmation of sessional hiring** has been determined to ensure compliance with Article G1.9 of the UPEI FA#1 collective agreement which states *“An Employment Contract shall be offered to all Sessional Instructors selected to teach credit courses. The Employment Contract shall be offered within one (1) month of the process described in Article G1.3 having been completed. The Employment Contract shall identify the course to be taught, and whether there are laboratories or tutorials, the term of the appointment and the Sessional stipend payable.”*

The standard operating procedure is as follows:

1. When a Sessional Instructor has been identified, either through Right of Recall or sessional instructor competition, the Chair will forward a Memo to the Sessional Instructor notifying them that they have been selected for the teaching assignment subject to the final approval of the Dean (see Chairs memo template re: Sessional Hiring Notification attached).
2. This memo, along with the Sessional/Faculty Overload Contract Request forms, will be forwarded immediately to the appropriate Dean for approval and sign off. The date the Department Chair forwards this information constitutes the beginning of the one (1) month timeline outlined in Article G1.9
3. The Dean shall review the sessional hiring recommendation, seek approval from the VP Academic, date and sign the Sessional/Faculty Overload Contract Request forms within one (1) month of the date they have received the forms from the Department Chair to ensure compliance with Article G1.9 of the FA#1 collective agreement.
4. Prior to the expiration of one (1) month, the Dean shall forward a memo (see standard memo template attached) notifying the Department Chair that the contracts have been approved.
5. All signed Sessional/Faculty Overload Contract Request forms will be forwarded to Human Resources for issuance of the Sessional Instructor contract.

6. The Chair will confirm in writing to the Sessional Instructor that the contract has been approved by the Dean and a contract will be issued prior to the commencement of their teaching assignment. This notification will serve as the commencement of the contractual relationship.

It is essential that this process is consistently followed to ensure the University is meeting its obligation under the FA#1 Collective Agreement. Virginia Wickstrom will attend the November 12th Dean's meeting to review the process and answer any questions you may have. Following this meeting, this memo will be sent to all Department Chairs and their administrative staff to implement the process. In the meantime, if you have any questions or require further clarification please contact Virginia at 566-0982.

/attachments

cc: Jackie Podger, Vice President Administration and Finance
Susan Connolly, Associate Vice President Human Resources and Legal
Dr. Nola Etkin, President, Faculty Association



Department Chairs Sessional Hiring Notification

please insert specific detail where highlighted

Dear [Sessional Instructor]:

This [email/memo] is to formally notify you that you have [been selected through competition] [Right of Recall] to teach [course department, course name and course number] in the [Fall, Winter, Summer] semester. Please confirm your interest in undertaking this sessional appointment.

This offer is subject to final approval from the Dean of [Faculty]. Final confirmation of this offer will be provided within one (1) month of the date of this correspondence in accordance with Article G1.9 of the FA#1 Collective Agreement. Notification from the Dean will serve as the commencement of the contractual relationship. My office will notify you once approval has been received.

Once approved, the Department of Human Resources will forward a Sessional Contract for your signature. You are required to sign, date and return the contract to the Department of Human Resources prior to the commencement of your teaching assignment. The signed contract will initiate payment of your Sessional Stipend. Failure to return the signed contract in a timely manner will delay payment.

Dean Sessional Contract Approval Notification to Chairs

please insert specific detail where highlighted

Dear [Department Chair]

This is to confirm that the following Sessional/Overload Contract Request forms have been approved and forwarded to Human Resources for issuance of the contract.

Sessional Instructor	Course Name/Number	Semester

Please proceed in notifying each Sessional Instructor of their approved Sessional Contract assignment.

The Department of Human Resources will forward Sessional Contracts to the Sessional Instructors listed above for signature. The Sessional Instructor is required to sign, date and return the contract to the Department of Human Resources prior to the commencement of the teaching assignment. The signed contract will initiate payment of the Sessional Stipend and failure to return the signed contract in a timely manner will delay payment.