

 BRANDON UNIVERSITY	Appointment of Graduate Instructors	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved:	Updated: September 2018

1.0 Policy General Purpose

The recommendations of instructors is the responsibility of the respective departments with final approval by the Dean of Education.

Course offerings and workload assignments are recommended by the respective departments, taking into account also the procedures set out in the BUFA Collective Agreement.

2.0 Policy Guidelines

In the Graduate Studies programs, instructors are normally expected to have completed a doctorate, including post-graduate study in the teaching area assigned to them. Faculty graduate committees may approve exceptions to this requirement, and recommend instructors with a Master’s degree who (for example):

- have taught similar graduate courses at other Universities, or have acquired an international reputation in the field assigned;
- have taught similar graduate-level courses within the past five years;
- have an active, current record of Scholarship/Research in the assigned area;
- are actively working toward the completion of a recognized doctorate (i.e., showing yearly progress in course work or in Thesis development/completion);
- have an established record of professional achievement in the teaching area assigned to them and significant teaching experience.
- In the case of a sessional instructor, approval to teach a course will be considered on a one-time basis.

3.0 Scope of the Policy

Applies to all instructors in Graduate Studies Program who have membership in the Faculty of Graduate Studies.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

BUFA Brandon University Faculty Association

5.0 Reference to Other Policies

None

6.0 Approval Process

Graduate Studies Program
Education Faculty Council
Faculty of Graduate Studies

7.0 Appendices

N/A

Procedures

1. Dean's Office or PENT Office will send out a call to all Education faculty members for interest in teaching education courses on overload and provide a deadline (generally one week) for faculty members to respond indicating interest.
2. Dean's Office or PENT Office will forward the names of interested faculty members to the course home department. Note that individuals interested in teaching courses in their home department will have right of first refusal, followed by other qualified faculty. Faculty members who are on reduced workloads are ineligible for overload.
3. The course home department will recommend an instructor. The Department Chair will sign the *Faculty Overload Recommendation Form* and forward it to the instructor's home department, if different than course home department.
4. If necessary, the instructor's home department will provide a recommendation and the Department Chair will sign the *Faculty Overload Recommendation Form*. If the instructor's department chooses not to recommend the individual that the course home department has chosen, the *Faculty Overload Recommendation Form* will be returned to the course home department for recommendation of another candidate.
5. The Dean will sign the *Faculty Overload Recommendation Form* indicating approval of the overload and an overload contract will be prepared.
6. In the event that there is no internal interest in teaching a particular course on overload the Dean's Office or PENT Office will:
 - a) Check to see if an external sessional instructor(s) holds RFR for the course.
 - b) Post an external sessional advertisement.
 - c) Department recommends sessional instructor to Dean.

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
