***SESSIONAL INSTRUCTOR APPLICATION CHECKLIST***

**Sessional Instructor Application Checklist**

* A separate cover letter (and package) must be included for each course you want to teach.
* A cover letter that speaks to:
* Your formal education and experiences as an educator that illustrate how you are qualified to teach the course.
* Your orientation to curriculum and pedagogy
* Your understanding of and commitment to equity, diversity and inclusion
* The timeslots that you are available to teach. Your availability to teach on-campus solely; either on-campus and by distance; or by distance only.

§  Curriculum Vitae

o   Indicating education and training background in field

o   Evidence of M.Ed. and / or PhD or Ed. D

o   Evidence of teaching experience in Canadian Public Schools and/or other relevant educational contexts such as provincial teaching certification(s).

* + Evidence of successful post-secondary teaching experience
	+ Evidence of relevant ongoing professional development, professional memberships, publication(s), conference presentations, and /or community involvement.
	+ Contact information for 3 references
* Attachments showcasing successful teaching, for example, student course evaluations and previous a previous course outline if available.