# **Recruitment Checklist ~ Sessional Instructors**

As per Articles 7.15; 7.16; 7.17

**Starting Point**: Department meets to determine teaching workload of Members and timetable of courses and submits recommendations to the Dean/Director by October 15. By December 15, Dean/Director communicates approved teaching workloads, course assignments, timetable, and term and/or sessional appointments.

**Step 1:** Qualified internal Department members are notified of sessional opportunities.

**Step 2:** The remaining outstanding courses will be checked for instances where

*Right of First Refusal* has been established. *Check with the Administrative Assistant in the Dean’s office.* If RFR holder accepts, a contract is issued.

**Step 3**: Where no RFR exists, recruitment process is initiated for external sessional instructors. Administrative Assistants may assist with drafting the ad. Normally, the ad should require applicants to submit a CV, cover letter, evidence of teaching attainment, and names of 3 referees, and proof of Canadian citizenship or permanent residency. Applications are normally sent to Department, Chair or Administrative Assistants.

The posting is emailed for approval to: **BUFA President, Vice-President and, HR (CHRO),** with a copy to BUFA Member Services Officer (MSO).

 Once approved, it is posted for no less than 5 days and must be prominently posted on campus and on the University website, at a minimum.

**Step 4**: A Selection Committee, normally composed of all or a subset of Department members, will review applications and make a recommendation to the Dean. The Dean cannot select an applicant that is not recommended by the Selection Committee.

***NOTE:*** *If there is a request to change a slot or change in order to accommodate the most qualified candidate, the Chair and Dean need to discuss.*

## **Step 5:** Dean’s office initiates sessional contract and sends to sessional instructor by interoffice or regular mail. The sessional is responsible for signing and returning one of the two copies provided to the Human Resources Department in a timely manner.

## **Step 6:** Department Chair will be notified of acceptance when the Dean’s administrative assistant shares the confirmation from HR that the sessional has signed and returned their contract.