

ECED Sessional and TA Hiring Policy

Reference Documents

- **CUPE 2278** Collective Agreement: <http://cupe2278.ca/documents-and-information/collective-agreement/>
 - UBC HR Reference: <http://www.hr.ubc.ca/wp-content/uploads/CUPE-2278-2010-2014-Full.pdf>
- **Faculty Association** Collective Agreement (Sessional Faculty Part 7 pg.90): <http://www.facultyassociation.ubc.ca/collectiveagreement.php>
 - UBC HR Reference: <http://www.hr.ubc.ca/faculty-relations/collective-agreements/>

Overview

As articulated in Article 2, Part 7 of the FA Collective Agreement, and Article 12 of the CUPE 2278 Collective Agreement, UBC academic units or programs are responsible for delineating the process of assigning Sessional and TA appointments. Early Childhood Education routinely hires Sessional lecturers to teach courses. Rarely a TA may be appointed to assist an instructor. The procedures and processes below are adopted by Early Childhood Education in relation to Sessional and TA appointments in full consideration and in compliance with both collective agreements.

Application & Hiring Procedures

1. Early Childhood Education will aim to post available courses no later than March for the Summer academic session, and no later than May for the Winter academic session. All courses will be posted on the Early Childhood Education website for a minimum of two weeks.
2. Applicants are required to include a cover letter, current CV, and teaching evaluations, including data and comments (if available at time of application).
3. Applications will be compiled after the closing date, and preferred pool candidates¹ will be identified. Applications will be sent to Early Childhood Education leadership (Director) for evaluation. Early Childhood Education leadership will involve relevant faculty in hiring decisions, as necessary.
4. Early Childhood Education leadership can request further teaching evaluations of individual applicants, as necessary.
5. Hiring recommendations will be made by Early Childhood Education leadership. Offers of employment will be made by the Early Childhood Education Administrative Manager.
6. If, due to illness or unforeseen circumstances, courses must be staffed immediately, Early Childhood Education leadership will first look to the preferred pool of applicants and/or previous instructors, and will approach such individuals directly about availability to teach.
7. If new applicants are desired, such openings must and will be posted for as long as necessary to fill the need.

¹ Preferred Pool, Reappointment and Germain Agreement

FA Collective Agreement: Article 3 of Part 7 Reappointment

CUPE 2278 Collective Agreement: Article 13.01(c) Preferred Candidates

Sessionals and TAs *do not* have rights to a particular course. Details are in the Germain Agreement:

<http://www.hr.ubc.ca/faculty-relations/files/115-5-Jan-2012-Agreement-re-Sessional-Agreement.pdf>. If

Sessional and TA applicants have taught in the previous year they qualify for re-appointment (preferred pools for CUPE 2278) of a 3.0 credit course. Applicants must remain fully qualified and meet teaching background and performance requirements.

8. Available courses will be offered first to tenure-stream faculty. Subsequently, they will be offered to Continuing Sessionals in accordance with Article 5 of the Collective Agreement, as long as such individuals are still eligible and qualified to teach.

Application & Hiring Guidelines

1. Hiring decisions are made by Early Childhood Education leadership in consultation with relevant faculty, as necessary.
2. With full consideration of preferred pools and rights to re-appointment, Early Childhood Education leadership will work to ensure fair and equitable opportunities for all qualified candidates who apply.
3. All Early Childhood Education sessional lecturers and TAs will be hired based on their qualifications, including appropriate educational background, relevant experience, and performance in teaching.