

This page contains information that is useful for sessional instructors at Brandon University.

Nominations forms will go out next week and the vote for the sessional representative on the BUFA executive will take place at the fall AGM on October 24, 2019.

Please contact Shari Maguire, Member Service Officer [maguires@brandonu.ca](mailto:maguires@brandonu.ca) if you have any questions or if you would like to be added/deleted from the sessional email list.

## **Important Information for External Sessional Instructors**

### **ARTICLE 7: APPOINTMENTS**

#### **7.15 b) External Sessional Appointment**

An external sessional appointment may be offered to an individual to teach one (1) or more specific courses and/or sections of courses and is not required to engage in other non-teaching activities that form part of the workload of full-time and part-time Members. The total number of credit hours for this category of appointment shall not exceed nine (9) credit hours in one (1) academic term or twelve (12) credit hours in one (1) academic year. Unless otherwise agreed by the Parties, if a Member is issued an external sessional contract which makes the total sessional credit hours exceed twelve (12) credit hours, the Employer shall pay into the Brandon University Board of Governors' Entrance Scholarship a sum of ten thousand dollars (\$10,000).

- c) Right of First Refusal (RFR Right of First Refusal recognizes the contribution of sessional Members who have successfully taught for Brandon University over a period of time. This right affords RFR holders with the opportunity to be appointed to teach courses without having to apply, as per the terms outlined elsewhere in this Article. RFR earned in the Special Projects applies only to future offerings in the Special Projects. RFR earned in regular campus programming applies only to future offerings in regular campus programming.

If, as per Article 7.15 (b), a person has been issued at least one (1) external sessional appointment for each of three (3) sessional offerings of the same course or lab in different academic years within a six (6) year period, and they have a demonstrated record of satisfactory teaching, that person shall have the RFR for subsequent external sessional contracts offered for the same course. For the purposes of this Article, changes to course number or title, where the content and delivery of the course remain substantially the same, shall not affect credit toward or maintenance of RFR. The revised terms of maintenance outlined in this Article shall apply to all Members holding RFR as of 1 April 2019. Members holding credit toward RFR as of 1 April 2019 will retain this credit, but will have to teach at least one section under these revised terms in order to establish RFR.

Where more than one Member holds RFR on the same course or lab, each section will be offered to the Members in order of seniority. Seniority shall be based on years of service in the first instance and, when years of service are equal, based on the number of sections

taught. If the above criteria are insufficient for determining seniority, the Department shall determine which Member's RFR takes precedence.

If the number of sections exceeds the number of Members holding RFR, each Member shall be offered one (1) additional section, in order of seniority, until all sections are assigned or additional sections have been declined. Remaining sections may then be advertised.

Once the RFR is achieved, the Member must teach the same course at least once during every two (2) academic years in order to maintain the RFR. For the purpose of this provision, the two-year period is defined as starting on 1 September and ending twenty-four (24) months later on 31 August.

The Member may apply to the Dean, with a copy to the Department, to extend this maintenance period, which shall not be unreasonably denied, in the following circumstances:

- (i) appointment to a full-time term faculty position at Brandon University or another post-secondary institution;
- (ii) the course is not offered on a sessional basis during the academic year in question or another person with the RFR was appointed to teach the course;
- (iii) absence to upgrade academic qualifications;
- (iv) absence for maternity/parental purposes;
- (v) extended illness;
- (vi) other approved absences; and
- (vii) appointment(s) within the two-year maintenance period to teach another course in the department.

## **7.16**

If there are no qualified and interested internal Members from within the Department where the course is normally taught, a Member holding RFR must be offered the course as per seniority procedures outlined elsewhere in this Article. If no Member holds RFR, the Employer must advertise the sessional position for a minimum of five (5) working days. The advertisement must be prominently posted on campus and on the University website, at a minimum.

The composition of the Selection Committee for a sessional appointment shall be determined by the Faculty/School concerned and will normally consist of Members of the Department from which the course is normally taught, or a subset thereof. The Curriculum Vitae of all persons being considered for an external sessional appointment (as per Articles 7.15 (b) and (c)) shall be reviewed by the relevant Departmental committee to determine whether or not an applicant is suitable to teach the specific course or courses in question. The Department shall then make

its recommendation to the Dean/Director. The Dean/Director shall not make any sessional appointment to a person not recommended by the Department.

#### **7.17**

Sessional appointments may be made by the Dean/Director only upon the recommendation of the Department for which the courses are being taught. Sessional contracts offered under the auspices of eCampus Manitoba shall be made by the appropriate Dean/Director and countersigned by the Vice-President.

### **ARTICLE 11: EVALUATIONS**

**11.1** Evaluations are intended to support Members' formative development. The performance of all Members on term or probationary appointments (except for one-year non-renewable term appointments) shall be evaluated in written form by their Dean/Director by December of each year. Sessional faculty shall be evaluated in each of the first two (2) academic years of teaching by the Dean or designate to determine competency prior to establishing RFR. Where an evaluation has not been conducted, the sessional Member's teaching will be deemed competent. Sessional Members who hold RFR should be evaluated every four (4) years. Tenured and continuing Members will be evaluated every two (2) years. Nothing in this Article will preclude annual evaluations at the Member's request or with the agreement of the Member.

### **APPENDIX H: PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENT**

**H. 1 (b)** The Employer shall provide professional development funds, on an annual basis, to each Faculty/Unit on the basis of \$2,000 per full-time equivalent member (exclusive of sessional appointments). The Funds shall be administered by the Dean/Director. The Dean/Director shall establish rules and regulations (which include criteria and priorities) after consulting with the members of their Faculty/Unit. Requests for reimbursement must be submitted on the Employer's expense report or cheque requisition, accompanied by the appropriate receipts and authorized by the Dean/Director. Items acquired by this reimbursement shall be the property of the Employer, shall be included in the Faculty/Unit inventory, and shall be made available for the use of other members of the Faculty/Unit.