

Appendix 'C'
Sessional Lecturer
Job Posting Criteria

In order to provide consistency, all online postings shall contain the following information:

- Department/School
- Department number
- Bargaining Unit
- Course information
- Course name and number
- Projected class enrolment
- Type of Work Assignment (i.e. full-load or, in exceptional circumstances, pro-rated)
- Semester/s of appointment
- Period of the Work Assignment
- The number of sections available
- Wages
- The anticipated duties/responsibilities for the Work Assignment (see list below)
- The days and times required
- Required and Preferred qualifications
- The Application Deadline
- Hiring contact information, including a posting email contact
- The status of the posting
- The employment equity statement
- Whether or not the course already carries the Right of First Refusal (meaning a Sessional has taught the course in any of the previous five (5) semesters)

Anticipated duties/responsibilities

- | | | | |
|------------------------------------|--------------------------|---|--------------------------|
| • Orientation/Training: | <input type="checkbox"/> | • Office Hours: | <input type="checkbox"/> |
| • Preparation: | <input type="checkbox"/> | • Student Consultation: | <input type="checkbox"/> |
| • Lecturing: | <input type="checkbox"/> | • Email Correspondence/monitoring: | <input type="checkbox"/> |
| • Conducting Labs/Seminars: | <input type="checkbox"/> | • TA Coordination Meetings: | <input type="checkbox"/> |
| • Invigilating Exams: | <input type="checkbox"/> | • Supervising Field Trips: | <input type="checkbox"/> |
| • Grading: | <input type="checkbox"/> | • Other Duties (Specify): | <input type="checkbox"/> |

These jobs are Unionized with CUPE 3913 and their terms and conditions of work are covered by the Collective Agreement between the University and CUPE 3913.