

Process for Assignment of Course Teaching in the Department of Language and Literacy Education (LLED)

- 1) Responsibility for staffing of LLED courses lies with the Department Head. Staffing arrangements will be made in consultation with the Coordinator of Teaching Programs.
- 2) The Department assigns tenure-track faculty teaching loads based on the Faculty of Education workload policy.
- 3) LLED hires sessional lecturers based on qualifications that include appropriate educational background and relevant experience, as well as performance in teaching.
- 4) Teaching assistants are appointed in accordance with the Agreement between the University and CUPE 2278, Teaching Assistant Component.
- 5) In accordance with UBC policy, LLED hires on the basis of merit and is committed to employment equity. All qualified applicants are encouraged to apply.
- 6) Evaluation of programmatic needs will be on-going and changes made to the course schedule will reflect programmatic needs.

✍ For full-time tenure track faculty and sessional faculty with continuing status:

- 1) Annually (in winter term 1), LLED faculty and continuing sessionals will provide their teaching preferences for the next academic year to the Coordinator of Teaching Programs.
- 2) The Coordinator of Teaching Programs will prepare a draft of faculty teaching assignments for review and feedback by the Department Head and LLED area coordinators.
- 3) Staff support for the development and staffing of the LLED schedule will be provided to the Coordinator of Teaching Programs by the Administrative Manager.
- 4) Multiple requests to teach the same course will be negotiated with appropriate program area faculty by the Department Head.
- 5) Course assignments will be made first to tenured/tenure track faculty and to sessional faculty with continuing status.

✍ For Sessional Lecturers, Visiting Professors, Postdoctoral Teaching Fellows, Adjunct Professors, Noted Scholars and Other Instructor Ranks

- 1) Assignments are based upon academic and professional qualifications, appropriate background, quality and effectiveness of work performed, expertise, performance reviews, departmental needs and availability of the instructor.
- 2) Available courses will be posted on the Department website and by other appropriate means of distribution by February 15th for a minimum of two weeks. Applications to teach must be received from any interested person by March 31st.

✍ For Sessional Lecturers only:

- 1) Sessional lecturers are appointed in accordance with the *Agreement on Conditions of Appointment for Sessional and Part-time Faculty Members* between the University and the Faculty Association.
- 2) Appointment and Reappointment Process:
 - a) The Coordinator of Teaching Programs will consult with the Department Head and course coordinators in order to ascertain their views and to obtain their recommendations concerning the appointment or reappointment of sessional lecturers.
 - b) Appointment and Reappointment is based upon the following criteria:
 - i) Eligibility for reappointment under Article 3 of the *Agreement on Conditions of Appointment for Sessional and Part-time Faculty Members*.
 - ii) Qualifications and Background Experience – Education and area of expertise as well as relevant background experience.
 - iii) Performance evaluation – This includes both reviews by colleagues and SCET score provided by students (See Articles 7 and 8 of the *Agreement on Conditions of Appointment for Sessional and Part-time Faculty Members*). SCET scores will not be the only criterion used to assess performance.
 - iv) Length of Service – When all other factors are equal, length of service will be used to decide the appointment.
- 3) Application Process for New Sessional Lecturers will include:
 - a) a letter of application noting availability and desired courses,
 - b) a current CV (including relevant educational, including academic, background and teaching experience), and
 - c) names and contact details for two references.
- 4) Unexpected Course Changes/Additions
 - a) Unexpected course additions will be posted unless it is the result of unforeseeable events.