

## **SESSIONAL AND TA HIRING POLICY**

**Passed at School Council Meeting on April 24, 2014**

This policy is intended to clarify the process, responsibility and sessional hiring priority for the School. This policy is intended to supplement the requirements of the collective agreement which in all cases take priority over this policy.

### **SESSIONALS**

#### **1. Priority for sessional hiring will be determined according to the following:**

- I. Sessionals who have taught the same course in the previous academic year will get first refusal subject to satisfactory performance based on standard course evaluations.
- II. Sessionals with continuing status and those who have taught in the School the previous academic year and PhD students in candidacy subject to relevant expertise and satisfactory evaluation results in previous courses. Positions will be subject to closed competitions and hiring will be based on merit and where this is equal, on seniority.
- III. Qualified individuals subject to open competition. Hiring will be based on merit.

#### **2. Process**

- I. Program Chairs will be responsible for sessional hiring with the exception of field liaison which will be the responsibility of the Field Education Chair.
- II. Where interviews are required these will be conducted by the Chairs or their designate and one additional Faculty member.
- III. The School Administrator will advise on process, collective agreement and HR issues and be responsible for processing appointments.

### **TAs**

#### **1. Priority for TA hiring will be determined according to the following:**

- I. TA's who have assisted in the course the previous academic year and have current student status subject to satisfactory evaluation results.
- II. PhD students (pre and post candidacy) registered in the School of Social Work.
- III. Current Master students in the School of Social Work.
- IV. Other UBC graduate students.
- V. In all cases hiring will be based on relevant expertise and merit.

#### **2. Process**

- I. Program Chairs will be responsible for coordinating TA hiring process.
- II. Course instructors will be responsible for selecting TA's for their courses.

- III. Where interviews are required these will be conducted by the course instructor or their designate
- IV. Students will be limited to applying for a maximum of two courses and will be asked to prioritize their choices.
- V. The School Administrator will advise on process, collective agreement and HR issues and be responsible for processing appointments.