

 BRANDON UNIVERSITY	Hiring Policy	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 2009	Updated: November 2024

1.0 Policy General Purpose

The Faculty of Education as a professional faculty, has established a consistent policy for hiring sessional and full-term faculty members.

2.0 Policy Guidelines

The Faculty of Education has established the following policies for hiring faculty members.

Contract Academic Staff selection committee:

Hiring of sessional instructors will be approved and recommended at a duly constituted department meeting.

Faculty members hiring committee:

The committee to recommend hiring faculty members will consist of a minimum of three people in addition to the Chair. Two members will be from the related discipline for which a faculty member is sought, and one member will be external to that discipline. One of the members must be the Chair of the Department and one representative from the Graduate Program will be invited. The Dean will be the Chair of the committee. It is understood that the committee composition will reflect gender equity. With the approval of the Members of the Selection Committee and the Department, a Selection Committee may include Knowledge Keepers, Elders, or community members, who shall be voting. With the approval of the Members of the Selection Committee, the Department, and the Union, a Selection Committee may also include other non-BUFA members, who shall be non-voting.

Minutes will document the meetings. If presentations are part of the process, faculty will be encouraged to attend.

3.0 Scope of the Policy

Applies to all persons applying for faculty positions in the Faculty of Education.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- Sessional Instructor: An external sessional appointment wherein a person:
- i) Is hired to teach one (1) or more specific courses only 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), or

- ii) who is employed by a post-secondary educational institution other than Brandon University, is seconded to teach one (1) or more specific courses for Brandon University. No such individual appointment shall exceed six (6) credit hours in one (1) academic year. The total number of credit hours for this category of appointment shall not exceed thirty-six (36) credit hours in an academic year. With agreement of BUFA, this total may be increased to, but in no circumstances shall exceed, a maximum of seventy-two (72) credit hours.

Source: Brandon University Faculty Association (BUFA) Collective Agreement article 7.13 (b)

5.0 Reference to Other Policies

Brandon University Faculty Association (BUFA) Collective Agreement

6.0 Approval Process

Faculty of Education

7.0 Appendices

None

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
