



Contract Instructor appointments are governed by the *Contract Academic Staff: Teaching Agreement*.
<http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx>

Workload (part-time / full-time)

One half-course equivalent (HCE) is one, three credit course and is equal to 0.25 FTE. Appointments may be part-time (0.25 – 0.95 FTE) or full-time (1.00 FTE).

The Faculty of Education's standard workload for a full-time Contract Instructor is four three-credit sections per term: i.e., 4 three-credit sections in Fall plus 4 three-credit sections in Winter is a full-time contract over an 8 month period.

There may be some opportunity for 12-month contracts that would typically include a leadership role and other contributions to the Faculty. Any such contracts, other than the standard September to April contracts, are to be negotiated with the Department Chair and approved by the Dean. The workload for a 12-month contract would be equivalent to 12 units, each unit being the equivalent of one three-credit course section.

A Contract Instructor appointed in a full-time capacity may teach one, two or three terms (the third term is Spring/Summer session).

Individuals who are hired to teach less than 1 three-credit course per term (ie Term Contracts) are not covered by the Contract Teaching Agreement but are paid at the appropriate rate as set forth in that agreement.

Postdoctoral Fellowships are primarily research appointments. Such Fellows may teach if the agency funding the fellowship allows for this activity. Fellows will be paid according to the current contract instructor salary rates.

Graduate Students who have been funded, as Graduate Teaching Assistants under the Board/GSA Collective Agreement, will normally be moved to a contract instructor appointment once the department has fulfilled its graduate program funding obligation (e.g., usually a maximum of four years for PhD students). Graduate students in this category will receive appropriate recognition of their previous teaching experience and will be paid according to the current contract instructor salary rates.

Salary

Departments are to follow the salary scale from the *CAST Agreement*. The minimum salary schedule is posted on the Academic Administration website every year.

<http://www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx>

The Full Time scale refers to a 12 month contract. All contracts less than 12 months will be calculated on a per course basis.

As stated in article 17.05.1 of the Agreement, a staff member shall receive an increment if re-appointed to a subsequent term appointment, provided:

- a. that the evaluation of performance in the preceding year was at least satisfactory, and
- b. provided the staff member has received no more than seven increments in the past.

Instructors who teach in more than one Department will be unified by Academic Services. This may mean that if the combined teaching load is considered full time, salary and benefit costs will be split between the Departments according to the teaching load in each Department.



Contracts

As of January 30, 2012, the Provost gave his approval for delegating the signature of **part-time** CAST contracts to your department Chair.

Full-time CAST contracts still require the Dean's signature. Please ensure that the instructor does not sign the contract prior to obtaining the appropriate signature.

The Faculty Office will continue to review and approve appointments through SmartForms AFTER the contract has both signatures and has been uploaded as an ePAF attachment.

If the instructor is going to be working in the fall and winter terms, and the FTE is different from one term to the next, then the Department will have to create 2 contracts. You can only combine 1st and 2nd term in one contract if the workload and salary are the same in each term.

In order for an instructor to receive benefits, the contract must be full-time and for 8 months (or longer). The original contract should be from September – April.

Instructors hired to teach less than 1 HCE per term are not covered by the Contract Academic Staff: Teaching Agreement but are paid at the appropriate rate as set forth in that agreement. The contract template for Excluded Term instructors is different than the contract for regular CAST instructors. Please make sure you're using the appropriate template.

If a course must be cancelled close to the start of classes, please note that the *CAST agreement* provides for payment of a cancellation stipend. See Article 6.10 of the current Agreement for details.

If an additional course requiring a new preparation is assigned within one week of start of classes, Article 6.11 of the *CAST agreement* provides for payment of extra remuneration to the appointee.

When a work permit is required but not immediately available, appointment documentation may be submitted but with the following comment added to the contract letter under Section f. Special Conditions:

This [insert either: offer or appointment] is expressly contingent upon the University's receiving regular "confirmation," if required by Service Canada, of your continuing eligibility for employment in Canada. Loss of either "confirmation," if required by Service Canada, or Citizenship and Immigration status (i.e., work permit and/or permanent residence) will render this [insert either: offer or appointment] null and void

When creating the ePAF, if the instructor is new, a CV needs to be uploaded into the ePAF in addition to the contract. For non-Canadian residents, a work Visa, permanent residency card, etc., needs to be uploaded into the ePAF and also sent directly to Payroll Operations as they do not access the attachments in smart forms.

The Department will retain the original signed contract in their files.

When you have to use a paper Pay Action Form (PAF):

SmartForms are only used for new hires or re-appointments. Changes to the conditions of the contract (FTE, salary, termination) require a new contract and paper PAF be filled out, signed and submitted to HR.

If the only change is the speedcode for where the contract is paid from, the Department only needs to create a PAF (pay action form) and not an accompanying contract.

The Dean's Office signs any paper PAF revisions.



Annual Review

In accordance with Article 12 of the *Contract Academic Staff: Teaching Agreement*, departments are required to evaluate the performance of Contract Instructors on an annual basis.

Benefits

In accordance with Article 18 of the *Contract Academic Staff: Teaching Agreement*
<http://www.hrs.ualberta.ca/Benefits/Overview/Highlights/Academic.aspx>:

- “A staff member whose appointment is for 8 months or longer and who is full-time, shall participate in the benefit plan set out in Appendix H, in accordance with eligibility restrictions stated therein.”
- “A staff member whose appointment is either 1) part-time or 2) full-time and less than 8 months in duration is currently not eligible for the benefit programs.”
- “In lieu of the benefit programs, the Board shall pay to a staff member whose appointment is part-time or is for less than 8 months in duration, an amount equal to 3% of salary.”

Office/Teaching Space

Each Departmental unit endeavors to provide appropriate teaching and office space for all instructors. The Faculty is very short of space generally, but space needs are being monitored in each Departmental unit and improvements will be made as resources become available.