



Contract Academic Staff: Teaching

Effective Date: first day of the month

Employee Classification: Academic

Employee Category: Contract Teaching

Fund Type: Operating

Hire Category: Hire by Non-Position

Business Title: Sessional Lecturer

Job Code: A0203

Department: your department

Full/Part-time: Full-time (1.0 FTE) / Part-time: (calculate but will be at least 0.25 FTE)

Appointment End Date: last day of the month

Speed Code: your speedcode

Compensation rate: convert to annual salary

Excluded Term Instructors

(Teaching less than 1 HCE per term)

Effective Date: first day of the month

Employee Classification: Academic

Employee Category: Term/Excluded Vacation

Fund Type: Operating

Hire Category: Hire by Non-Position

Business Title: Term Lecturer

Job Code: A0219

Department: your department

Full/Part-time: Part-time (calculate but will be less than 0.25 FTE)

Appointment End Date: last day of the month

Speed Code: your speedcode

Compensation rate: convert to annual salary

Attach to ePAF

- signed contract
- Copy of offer
- CV if instructor is new
- For non-Canadian residents, a work Visa, permanent residency card, etc

Department will retain the original contract and documents in their files.