**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.