

The top half of the image features a dark blue background with two yellow geometric shapes: a large rectangle on the left and a smaller trapezoid on the right, both slightly tilted.

Contract Faculty at UBC

ubcfa

University of British Columbia
Faculty Association

ubcfa

[facultyassociation.ubc.ca/services-and-assistance/
programs-and-events/sessional-lecturers-events/](https://facultyassociation.ubc.ca/services-and-assistance/programs-and-events/sessional-lecturers-events/)

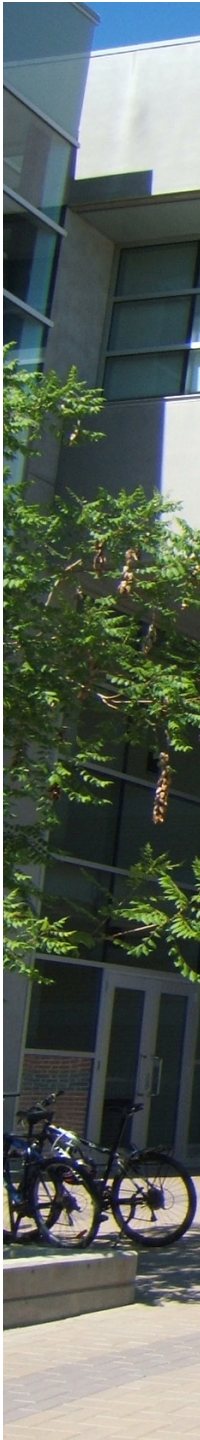
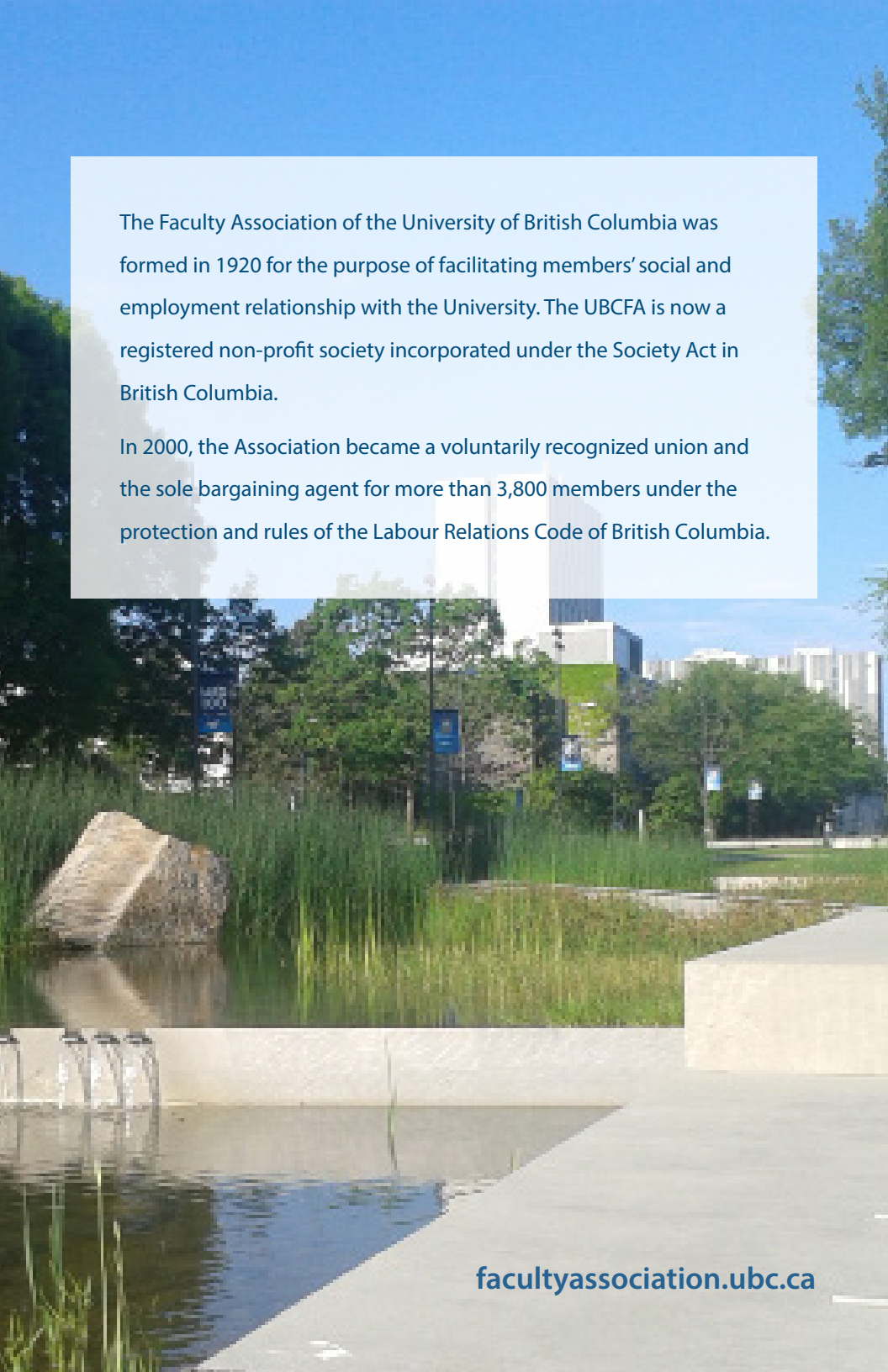


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The Faculty Association of the University of British Columbia was formed in 1920 for the purpose of facilitating members' social and employment relationship with the University. The UBCFA is now a registered non-profit society incorporated under the Society Act in British Columbia.

In 2000, the Association became a voluntarily recognized union and the sole bargaining agent for more than 3,800 members under the protection and rules of the Labour Relations Code of British Columbia.

The Faculty Association of the University of British Columbia

What is the Faculty Association?

The Faculty Association is a certified trade union under the BC Labour Relations Code and your representative in matters related to your employment at UBC. The Association bargains the Collective Agreement, assists members with employment issues, and pursues grievances on behalf of UBC faculty.

If you have any questions or concerns regarding your work, please reach out to us at faculty.association@ubc.ca.

The **Contract Faculty Committee** is a Standing Committee of the Executive Committee that supports the interests of Sessional Lecturers and Lecturers at UBC. It is chaired by a member of the Executive and consists of volunteers who work to assist the Association in protecting the rights of members. The Chair reports to the Faculty Association's Executive Committee. Over the course of the year, the Contract Faculty Committee organizes and coordinates activities for contract faculty, including Fair Employment Week, various professional development opportunities, networking and social events.

How Can I Reach the Faculty Association?

By Telephone: 604.822.3883

By Email: faculty.association@ubc.ca

On the Web: www.facultyassociation.ubc.ca

By Mail or in-Person: 112 - 1924 West Mall, Vancouver, BC V6T 1Z2 or
353B Arts, 3333 University Way, Kelowna, BC V1V 1V7 (by appointment only)

Employment Rights

What Rights Do I Have to Future Employment at UBC?

Sessionals: Sessional Lecturers are faculty members holding contracts of less than 12 months, normally for 1 term or more. They have a right to reappointment subject to a) teaching performance; b) funding; c) non-scheduling of a course or section; and d) just cause. Providing that these conditions are met, Sessional Lecturers are entitled to be reappointed to teach one course per academic year, though they may be assigned a higher load. The size of the entitlement to courses increases if a sessional lecturer achieves continuing status, as described below.

If additional courses become available after the initial assignments have been made, Sessional Lecturers who do not hold full-time appointments have the right to first consideration. It is important to keep an eye out for new postings because you must apply to be considered.

All course assignments are distributed according to an individual's qualifications to perform the required work, the quality and effectiveness of the work performed and, all else being equal, length of service.

Lecturers: Lecturers are faculty members with renewable contracts of 1 to 8 years in length, usually running

from July 1 to June 30. They have teaching and service/administrative duties and receive their course assignment at the same time as tenure and tenure-track faculty. Lecturers have the presumptive right to reappointment at the end of their contracts, subject to performance and the availability of work. After 6 successive years in one unit a lecturer will be appointed for a minimum of 3 years. This increases to a minimum of 5 years after 9 years of successive appointment. If you held a sessional appointment before being appointed as a Lecturer, and your position is not renewed, then you have the right to be reappointed as Sessional Lecturer and maintain your accumulated service and benefits.

How do I know what courses are available?

All Sessional Lecturers must express interest in appointment or reappointment, whether through a formal application process or other means as determined by the Unit. All new Sessional Lecturer and Lecturer positions must be posted and it is your right to know the Unit's posting process. Enquire with your Unit as to where postings are to be found, and check back regularly for additional employment opportunities.

How am I Evaluated?

The performance of assigned duties by Sessional Lecturers and Lecturers is assessed regularly, normally at the end of their contract. Evaluations of teaching should be based on the effectiveness rather than the popularity of the teacher. Effective performance is generally indicated by command over the subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of students. The methods of evaluation vary by Unit, however, they generally include student teaching evaluations, peer evaluation and a review of course material. If you would like an evaluation, and none has yet been performed, enquire with your Unit

Head, Director, or Dean as appropriate. A decision not to reappoint a Sessional Lecturer cannot be based solely on student evaluations.

What is "Continuing Status" or a "Continuing Appointment"?

When a Sessional Lecturer teaches the equivalent of 3-years of full-time service in a six-year period, they acquire "continuing status". Table 1 sets out the number of credits required in each faculty to reach this point. Continuing Status provides additional benefits, most notably the right of reappointment to a course load based on the load they carried during the winter terms of the year that they reached continuing status.

In calculating your eligibility for continuing status and your course

100% FTE per term	No. credits = 1 year FT Service	No. credits = Continuing Status
9 credits	27	81
12 credits	36	108

entitlement, all UBC teaching is counted, not only that achieved in any one Department or Faculty. If you think you have or will soon achieve “continuing status” or would like to find out about your current status, you can inquire with your Department administrator.

Continuing Sessional Lecturers have their individual course load entitlements assigned in priority to Non-Continuing Sessional Lecturers and after courses have been allocated to tenure-track and tenured faculty members and lecturers. These entitlements can be fulfilled in any academic term, based on operational needs of the Unit.

Continuing Sessional Lecturers whose appointments are not renewed due to cancellation or lack of funding are entitled to severance pay or recall rights – the choice belongs entirely to the Sessional Lecturer member.

Academic units must take reasonable steps to fulfill individual course entitlements prior to assigning courses to Non-Continuing Sessional Lecturers and to non-bargaining unit members (e.g. adjuncts). However, course loads for Continuing Sessional Lecturers can fluctuate year to year. These annual fluctuations do not generally affect ongoing entitlements. If over the course of a 3-year period, a different

pattern of courses emerges, continuing entitlements can be adjusted accordingly.

What If My Appointment Is Cancelled, Or I Am Not Reappointed?

Sessional Lecturers who are not reappointed maintain their length of service for 24 months. Those whose workload drops from above 50% to below 50% are also entitled to maintain full benefits for 24 months so long as they are employed. If a course is cancelled after it has been assigned, the Sessional Faculty member is entitled to either 1 month notice or \$300.

If a Lecturer who was not previously a Sessional Lecturer is not reappointed, they are entitled to notice or pay in lieu of notice of one month per year of service up to a maximum of 6 months.

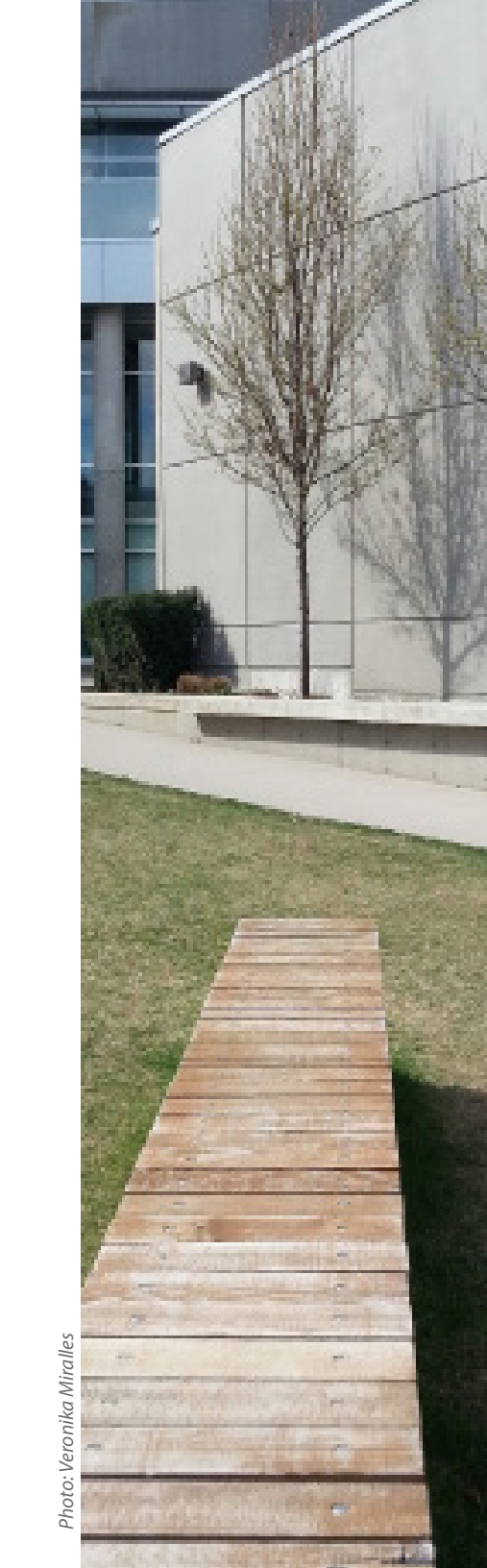
If a Lecturer was previously appointed

The logo for the UBC Faculty Association (UBCFA) features the lowercase letters "ubcfa" in a white, sans-serif font, centered on a light blue rectangular background.

Get in touch –

T: 604.822.3883

E: faculty.association@ubc.ca



as a Sessional Lecturer, they will be given at least one month's notice and will immediately return to the sessional pool with all the attendant rights.

What If Something Is Wrong, Or I Have a Complaint?

If you have any concerns regarding your employment at UBC that cannot be resolved with your Department Head, please contact the Faculty Association at 604.822.3883 or through email at faculty.association@ubc.ca.

Where Do I Find Additional Information On My Employment Rights?

Print copies of the Collective Agreement are available from the Faculty Association, or online at www.facultyassociation.ubc.ca.

When And How Do I Get Paid?

Your salary will be paid bi-monthly (on the 15th and last day of the month) and will be deposited directly into your bank account. You will be asked to arrange automatic deposit through Workday or directly by UBC Financial Services.

What Deductions Will Be Made from My Pay?

Deductions will be made from your pay for: Income Tax, Employment Insurance, Canada Pension Plan, Faculty Association dues, and applicable medical, dental and other optional benefits. If you sign up for the UBC Faculty Pension Plan, your pension contribution will be deducted as well.

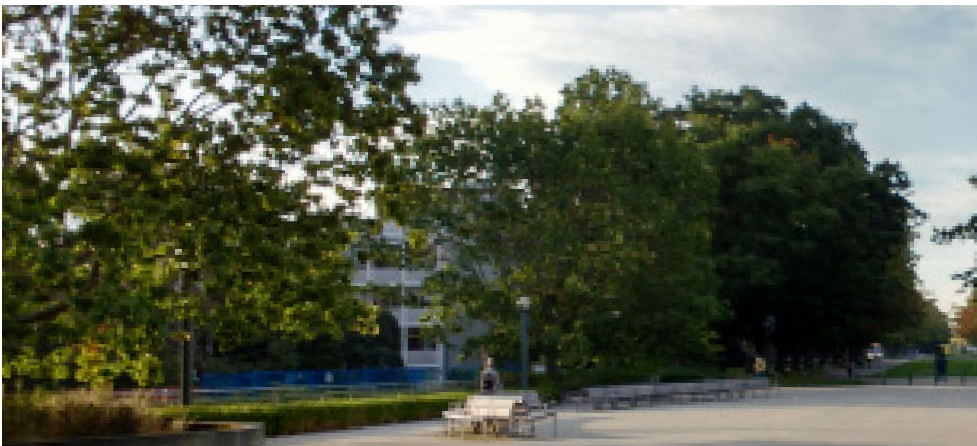
Should I Sign Up for the Faculty Pension Plan?

Almost certainly. The pension plan is available to Lecturers and Sessional Lecturers with an appointment of 50% or more. While you contribute approximately 5% of your salary, UBC contributes approximately 10%, and both contributions and earnings remain yours even if you leave UBC.

How Much Should I Be Paid?

Sessional Lecturer salaries are paid on a per-credit basis and are set by the minimum salary scale in Part 2, Article 4 of the Collective Agreement. If you would like to negotiate a higher salary, this must be done upon initial hire and directly with your Head of Department. After this, salaries will rise by the general wage increases negotiated by the Faculty Association.

The minimum salary for Lecturers is set



Where to find information on Sessional and Lecturer salaries:

The primary source of salary and benefit information is available in the current *Collective Agreement Between The University of British Columbia and The Faculty Association of The University of British Columbia - Part 2: Salaries and Economic Benefits*. This Agreement is available on the UBC Faculty Association website and the UBC Faculty Relations section of UBC's website. Direct links to current information are also available on the Faculty Relations site.

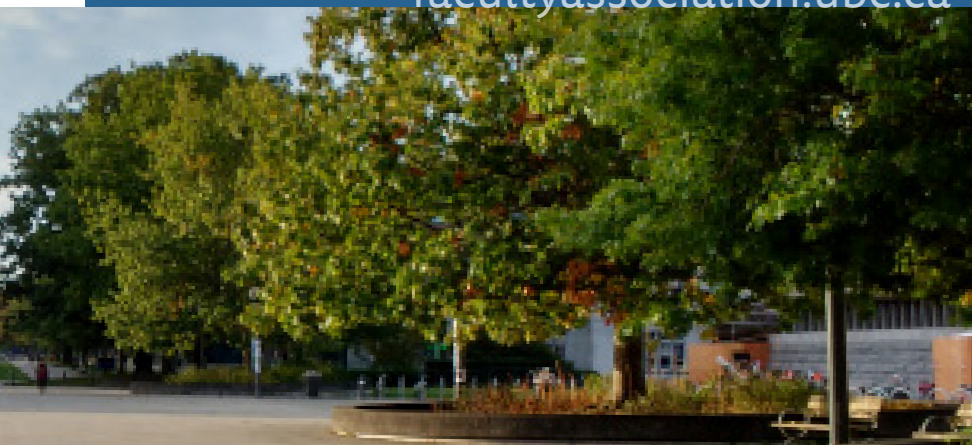
Links:

UBC Faculty Association: <https://www.facultyassociation.ubc.ca/collective-agreement/>

UBC Faculty Relations:
<https://hr.ubc.ca/working-ubc/faculty-collective-agreement-and-policies>

UBC Faculty Relations - Minimum Salaries for Lecturers & Sessional Lecturers: <https://hr.ubc.ca/working-ubc/salaries/faculty-salaries/faculty-librarian-and-researcher-salaries>

facultyassociation.ubc.ca



out in Part 2, Article 5 of the Collective Agreement. While this is a baseline, individual offers vary considerably. You can also negotiate a higher starting salary during your initial appointment. This will set your salary for the remainder of your career at UBC. If you would like assistance, you can contact the Faculty Association for information on the typical salary range for this rank in your Unit. Lecturers are eligible for Merit, Performance Salary Adjustment (PSA), Career Progress Increments (CPI), and any negotiated general wage increase. For further details go to <http://www.facultyassociation.ubc.ca/salaries.php>.

How Can I Access the Details of My Pay?

Details of your pay, employment history, and various benefits are available on Workday.

What If My Pay Cheque Is Wrong?

Payroll information passes through a number of offices: your Unit, the Dean's Office, Faculty Relations, Payroll (Financial Services), in that order. If you need to track a problem with your documentation for any reason, remember to check with each step of the process. For problems with Payroll, please contact the Finance Office (<https://finance.ubc.ca/payroll>).

What Benefits Are Available to Sessional Faculty?

Sessional Lecturers are entitled to a wide range of benefits, though not all Sessional Lecturers are eligible for all benefits. In general, Sessional Lecturers are eligible for:

- extended health
- dental
- vision
- basic group life insurance
- the employee and family assistance program
- the income replacement plan (long-term disability)
- professional development fund

The cost of premiums depends on your employment status. For details regarding your appointment and its corresponding benefits, call UBC Financial Services.

Note: *Benefits vary according to employment status, i.e. 50% or higher vs. under 50%, continuing or non-continuing. Please read the following carefully to determine which provisions apply to you. For more details, please see the Part 2, Article 10 of the Collective Agreement. You can also consult the FA's website: <https://www.facultyassociation.ubc.ca/worklife/hiring-appointment-sessionals/>*

What Benefits Are Available to Lecturers?

Lecturers receive the same benefits as tenure and tenure-track faculty.

Medical

All Lecturers and Sessional Lecturers are eligible for extended health care, which is paid in part or whole by the University.

Sessional Lecturers with an appointment of less than 50% or less than 4 months split the cost of extended health premiums 50% - 50% with UBC; faculty with an appointment of 50% or higher and Lecturers have their extended health premiums paid 100% by the University.

Extended health benefits cover ambulance fees, out-of-province emergency care, vision care, paramedical services, hearing aids, orthotics, and prescription drugs. Your UBC health plan card (available at Sunlife.ca) provides at-the-counter deduction of the covered portion (typically 80%) of eligible prescription drugs. For more details, see the Collective Agreement Part 2: Salaries and Economic Benefits, Article 7.

Dental

As with extended medical benefits,

Sessional Faculty with an appointment of less than 50% and 4 months split the cost of premiums with the University, while faculty with all other appointments over 50% have all premiums paid. For more details, see Part 2: Salaries and Economic Benefits, Article 7.

Employee & Family Assistance Program (EFAP)

EFAP is a self-referred, confidential program that provides counseling and support services. Enrollment is mandatory and costs only a few dollars a month. EFAP offers a range of services including financial advising, family and relationship counseling, individual short-term counseling, health and wellness assistance, new parent counseling and career advising. For more information, please see UBC's website <https://hr.ubc.ca/benefits/benefit-plan-details/employee-family-assistance-program> or access LifeWorks directly through Workday.

Life Insurance

Basic insurance is provided by the University to faculty with an appointment of 50% or higher; additional, optional, and self-paid life insurance is available through the group plan.

Tuition Waiver

Tuition waivers are available to members with an appointment of 50% or higher, and their dependent children, during the course of an appointment. Faculty may also transfer their tuition waivers to their spouse. Tuition waivers are pro-rated for part-time employees.

Sick Leave

Sessional Lecturers with an appointment of less than 50% or less than 4 months are entitled to five days of short-term sick leave per four-month contract. Sick Leave for all other faculty is governed by Policy HR4. There are a different required approvals depending on the length of the leave; however, members are entitled to 6-months of paid leave. Sick leave does not extend beyond the term of your appointment.

Long Term Disability

An Income Replacement Plan (premiums paid 100% by employees) provides long-term disability benefits after paid sick leave is exhausted for Lecturers and Sessional Lecturers with an appointment of at least 50% and 4 months.

Maternity, Parental & Adoption Leave

Faculty members are eligible for up

to 16 weeks of maternity leave if they apply for and receive EI maternity leave benefits. UBC will top up the amount of your income during this period to 95% of salary, including during the 1 week waiting-period.

UBC will also top up your income to 95% of your salary during the first 20 weeks of a parental leave, if you apply for and receive EI parental leave benefits. In total, faculty can receive 61 weeks of parental leave, in addition to maternity leave. Adoptive parents are eligible for the same parental leave provisions and may also request up to 20 days of paid, pre-adoption leave for the purpose of completing adoption-related processes.

Professional Development Leave (Lecturers)

After completing 6 or more consecutive years of service as a Lecturer, members are eligible for a 4 month professional development leave. During this leave Lecturers are paid at 80% and receive all normal pension and benefit contributions. For more information see Part 3, Leaves of Absence, Article 3.

Pension

Sessional Lecturers with an appointment of at least 50% and 4 months and Lecturers can join the UBC

Office Information, Communication & UBC Card

Faculty Pension Plan. You contribute approximately 5% of your earnings and UBC contributes the equivalent of 10% (less the contributions to CPP). If you leave UBC the plan's contributions and earnings remain yours. The pension is fully portable.

You may maintain enrollment between appointments by keeping up a minimum contribution. However, if you are working during the summer months you must contribute the full invoiced amount for the University to contribute their portion.

Professional Development Reimbursement Fund

Lecturers and Sessional Lecturers with continuing appointments are entitled to \$1700 per year, which may be banked for up to five consecutive years including the current year. Sessional Lecturers with non-continuing appointments are entitled to \$100 per credit taught. This amount can also be banked for up to 5 years. For further information on conditions and eligible expenses, visit <https://hr.ubc.ca/career-development/professional-development-funding/faculty-professional-development-funding>.

Office Hours & Space

Your Academic Unit will have guidelines for office hours. Inquire with your Head, Director, or administrator for specific information. You should be provided with office space, and it should be adequate for consultations with students. If there is a problem with the space allocated to you, inform your Head, Director or Dean immediately.

Mail

A Unit mailbox should be made available to you. Inquire with your Unit Administrator if you have any questions.

Free intercampus mail is available in each Unit. Ask your Head or Administrator where to put outgoing mail.

Email and Campus-Wide Login

Your Unit Administrator should arrange for your FASMail account. For inquiries about your account, go to <https://it.ubc.ca/services/email-voice-internet/ubc-faculty-staff-email-fasmail/fasmail-setup-documents>.

To gain access to your email as well as a variety of other password protected sites—including your library account, WebCT Vista account, and the Faculty Service Center (FSC), you will need a Campus Wide Login (CWL) ID. To sign up, you will need your employee ID and

a CWL PIN, which you can get from your Unit Administrator.

Telephone

Most Units provide faculty with telephones; some, but not all, include voicemail. There is, however, no standard for provision of telephone services. If a phone is not available in your office, inquire with your Unit.

UBC Card

You can apply for and obtain a UBC card online at: <https://ubccard.ubc.ca/#>. This card serves as an official faculty ID card, a library card, and is required for borrowing library materials and using online library services. It also includes a number of benefits and discounts as outlined on the website.

Parking

Parking costs are the responsibility of individual faculty members. Contact UBC Parking (parking.ubc.ca) on the Vancouver Campus and UBC Okanagan Parking Services (parking.ok.ubc.ca) in Kelowna for information about hourly, daily, weekly or monthly options.

Key Websites

Faculty Association (newsletters, Collective Agreements, events, etc.)

www.facultyassociation.ubc.ca

Equity Office (advisors, workshops, training sessions)

www.equity.ubc.ca

Faculty Relations (UBCV) (Collective Agreements, policies, procedures, etc.)

<https://hr.ubc.ca/contact/contact-faculty-relations-and-academic-leadership-program-aldp>

Human Resources (UBCO) (Collective Agreements, policies, procedures, etc.)

<https://hr.ok.ubc.ca/>

Financial Services (policies, forms, deadlines)

www.finance.ubc.ca

Library (catalogue, renewals, reserves, audio-visuals, etc.)

UBCV: www.library.ubc.ca

UBCO: www.library.ok.ubc.ca

Centre for Teaching and Learning Technology (course support, resources, training)

UBCV: <http://ctl.ubc.ca/>

UBCO: <http://ctl.ok.ubc.ca>

Class Instruction

What Classroom Expenses Are Covered By The University?

Your Unit covers expenses for course outlines, bibliographies, course assignments, exams, etc. Ask your Head, Director, or Administrator what process should be followed. Reimbursement for other expenses is determined by each Unit. For copyright information, see <http://collections.library.ubc.ca/copyright>

How Do I Access Audio-Visual Resources and Equipment?

Check with your Unit for the most up-to-date information. Most audio-visual materials are available through the UBC Library system. Theatre and Film Studies have their own collections. Available items are listed in the online Library catalogue, which you can search by item type (e.g. DVD, audiotape).

Many classrooms are wired for audio-visual presentations. Most buildings have an audiovisual department that supplies laptops and specialized AV equipment for classroom use.

What Is a Normal Marking Load, and How Do I Handle Extra Marking?

Though no UBC-wide guidelines exist, some Units have provisions for additional funding if a course's marking

requirements are above normal or use an enrollment threshold to determine assignment of teaching assistants and/or markers. If you have an unusually large class, speak to your Head, Director or Administrator about possibilities for marking assistance or additional compensation.

How Do I Order Textbooks?

Textbook order forms can be obtained from your Head or Administrator, or by using the UBC Bookstore's online ordering system for faculty.

What if I Need to Cancel a Class?

Units have various ways of handling class cancellations (i.e. email contact with students and/or telephone contact with an administrator or Head). Check with your Unit for its preferred system.

Are Teaching Opportunities Available Outside of My Unit?

Yes! Check individually with all Units in which you may be qualified to teach. Opportunities may also exist for you to teach either credit or non-credit courses through Continuing Studies (UBCV) or Non-Degree Studies (UBCO).

Additional Campus Resources

Instructional Skills Workshops

These programs, designed to enhance teaching skills, are run by the Centre for Teaching and Learning on both campuses. The Faculty Association also periodically hosts pedagogy workshops and other professional development activities created for and presented by Sessional Lecturers and Lecturers. Check our website for more information or to submit your idea for consideration.

Library Workshops

Check online or ask for individual assistance by contacting a subject librarian for your discipline.

Computer Skills & Multimedia Tools for Teaching

For information on internet access, multimedia services, support materials for teaching, free anti-virus software, or website development, contact the IT Service Centre Help Desk online at www.it.ubc.ca/contact.html or <https://it.ok.ubc.ca/>

Continuing Studies provides a wide range of computer courses, for a fee. Details are available online at www.cstudies.ubc.ca.

**If you have any further questions, please reach out to the Faculty Association.
We are always happy to hear from our members!**



Vancouver Campus:

112 - 1924 West Mall, Vancouver, BC V6T 1Z2
Tel: 604 822 3883 Email: faculty.association@ubc.ca

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Tel: 250 807 9240 Email: faculty.association@ubc.ca

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