

## **Guideline for hiring Professional Sessional Instructors**

(10 June 2021)

The object is to provide guidance to Heads for hiring professionals from outside the University to teach courses that will benefit from their specialized expertise.

If a Head sees an opportunity to enrich a course through the input of an outside professional instructor who may demand more than the normal sessional salary of \$5,800 per course, a written rationale for the special case will be submitted to the Dean that outlines how the expertise and background of the proposed instructor will benefit the course.

The Head will also propose a salary based on the professional expertise and teaching experience of the proposed instructor. This will be discussed and the final agreed upon salary will be approved by the Dean.

The maximum salary in such special cases will be \$12,000 but only after several years of teaching experience. The difference in salary will be covered by the Departmental budget or cost shared with the Dean's Office in exceptional cases negotiated with the Dean. An individual can teach no more than one course per term under this plan.