

Submitting an application for a  
**Guelph Sessional Lecturer position**  
*(teaching at the University of Guelph-Humber)*

Go to: [http://www.uoguelph.ca/sessional\\_ta](http://www.uoguelph.ca/sessional_ta)

UNIVERSITY OF GUELPH

search Web Directory

Academics Campus International Library Research Services

CHANGING LIVES  
IMPROVING LIFE

## Academic Staff Work Assignments for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers

Home Teaching Assistant Sessional Lecturer FAQs Login

Welcome to the University of Guelph's New and Enhanced Academic Staff Work Assignment Website!

- This is where you will find postings for available work assignments for Teaching Assistants (TAs & UTA's), Graduate Service Assistants (GSA-1s) and Sessional Lecturers (SLs), and where you will manage your Offers of Appointment.
- Members of the University of Guelph community are required to log in with your UofG central ID and password (**do not add @uoguelph.ca**). Proceed to update or edit all components of your [Profile](#) before making an application.
- New Applicants for SL work assignments without UofG central login ID's need to [Create a New Account](#) and edit your [Profile](#) before making an application.
- All applicants must be LOGGED IN to the system in order to submit an

Available TA and GSA-1 Work Assignments

- [Economics ECON\\*3710 Advanced Microeconomics](#)  
UTA, Unit 1 , Fall 2015 , Deadline: 10/07/2015
- [Physics NANO\\*3500 Thin Film Science](#)  
Grader, Unit 1 , Fall 2015 , Deadline: 09/30/2015

Available SL Work Assignments

- [Guelph Humber Programs AHSS\\*2120\\*DE \(FCSS DC & EC DC Programs\)](#)  
[Couple and Family Dynamics](#)

**Click on Login**

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If you are not logged in, or do not have a login,  
you will be prompted to create a User Login.

**IMPORTANT: Log in using your Central ID/  
Guelph username.**

The screenshot shows the top navigation bar of the University of Guelph website. On the left is the University of Guelph logo with the tagline "CHANGING LIVES IMPROVING LIFE". On the right is a search bar with "Web" selected and "Directory" as an option. Below the search bar is a horizontal menu with links for "Academics", "Campus", "International", "Library", "Research", and "Services". Below this is a dark grey banner with the text "Academic Staff Work Assignments" and a subtitle "for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers". At the bottom of the banner is a navigation menu with buttons for "Home", "Teaching Assistant", "Sessional Lecturer", "FAQs", and "Login".

Home



Create new account

Log in

Request new password

**Username (required)**



**Log in using your Central ID or click on "Create New Account"**

Please enter your U of G central login ID or your TA Sessional Lecturer ID

**Password (required)**

Please enter your U of G central login password. If you do not have a U of G password please create an id

Log in

### Submitting an application for a Guelph Sessional Lecturer position (teaching at the University of Guelph-Humber)

**NEW: You must validate your seniority points before applying to any job postings and complete the survey if required.**

View Edit

My University of Guelph TA/GSA-1 and/or Sessional Lecturer Applicant Profile

Please "EDIT" these fields by selecting the "EDIT" tab above, prior to each semester in which you make an application. These fields populate your application(s) and cannot be edited within the application for a specific course. Remember to SAVE after you have updated each of the components below.

- My Contact Information
- My Information Used for Teaching Assistant Application(s) (if applicable)
- My Information Used for Sessional Lecturer Application(s) (if applicable)
- My Experience / Qualifications
- University of Guelph, Administrative courses
- My UofG Instructional History**

The seniority points (SPs) identified below have ONLY been carried forward for those individuals who (1) responded to our Summer 2015 survey, (2) who have a valid @uoguelph.ca account and/or (3) whose SPs have been validated by the relevant academic unit(s). It may be that your SPs are not accurately reflected below. However, we are committed to ensuring the accuracy of your SPs. If you think there is an error, please complete this brief [survey](#) to begin a process of validating your total number of SPs. Once the confirmation process is complete, your SPs will be updated here.

SPs are important as they contribute to hiring decisions where candidates are equally qualified. In addition, for Sessional Lecturers (Unit 2), SPs determine the "step" at which wages are paid. As per the Collective Agreement Article 20, one (1) seniority point is accrued for each work assignment (with the exception of dismissal, resignation). They are reset after eight (8) consecutive semesters for SLs, and four (4) consecutive semesters for TAs, without a work assignment.

- My Teaching Assistant Seniority Points (if applicable)  
The seniority points include those earned from UTA, GTA and GSA-1 work assignments.  
TA Seniority Points (up to and including S15): 0  
TA Seniority Points Accrued (W16 onward): 0  
Total Number of TA Seniority Points Accrued: 0  
TA Seniority Points Pending: 0
- My Sessional Lecturer Seniority Points (if applicable)  
SL Seniority Points (up to and including S15): 0  
SL Seniority Points Accrued (W16 onward): 0  
Total Number of SL Seniority Points Accrued: 0  
SL Seniority Points Pending: 0

Click on "My UofG Instructional History" to view instructions and a summary of your seniority points.

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**NEW: You must complete your profile before applying to any job postings.**

**Academic Staff Work Assignments** *for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers*

Home My Profile Teaching Assistant Sessional Lecturer FAQs Logout

[Home](#)

**Complete your profile by clicking EDIT and following the instructions on this page. Click the "Save" button at the bottom of the page after you have completed all sections.**

View Edit

My University of Guelph TA/GSA-1 and/or Sessional Lecturer Applicant Profile

Please "EDIT" these fields by selecting the "EDIT" tab above, prior to each semester in which you make an application. These fields populate your application(s) and cannot be edited within the application for a specific course. Remember to SAVE after you have updated each of the components below.

- ▶ [My Contact Information](#)
- ▶ [My Information Used for Teaching Assistant Application\(s\) \(if applicable\)](#)
- ▶ [My Information Used for Sessional Lecturer Application\(s\) \(if applicable\)](#)
- ▶ [My Experience / Qualifications](#)
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**Academic Staff Work Assignments** *for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers*

Home

My Profile

Teaching Assistant

**Sessional Lecturer**

FAQs

Logout

[Home](#)

View

Edit

My University of Guelph TA/GSA-1 and/or Sessional Lecturer Applicant Profile

Please **"EDIT"** these fields by selecting the **"EDIT"** tab above, prior to each semester in which you make an application.

These fields populate your application(s) and cannot be edited within the application for a specific course.

**Remember to SAVE after you have updated each of the components below.**

▶ [My Contact Information](#)

▶ [My Information Used for Teaching Assistant Application\(s\) \(if applicable\)](#)

▶ [My Information Used for Sessional Lecturer Application\(s\) \(if applicable\)](#)

▶ [My Experience / Qualifications](#)

▶ [University of Guelph, Administrative courses](#)

▶ [My UofG Instructional History](#)

**Click on "Sessional Lecturer"  
to view available positions.**

### Submitting an application for a Guelph Sessional Lecturer position (teaching at the University of Guelph-Humber)

**Only if you are logged in, can you continue filling out the Lecturer Work Application.**

#### Available Sessional Lecturer Work Assignments

- Refer [here](#) for help on how to Apply for a Sessional Lecturer (SL) Work Assignment.
- Understanding the Right of First Refusal (RoFR):
  - What is [Right of First Refusal \(RoFR\)?](#)
  - How do I [Exercise my RoFR for a course?](#)
- Select the filters below to refine your search.
- To select multiple options within a category use the CTRL key.
- Login to "Apply".

**1** Select "GUELPH HUMBER PROGRAMS" from the list and click Apply

Total rows returned: 5

Department or School:  (dropdown menu with options: Animal Biosciences, Arts and Sciences, Biodiversity Institute of Ontario, Biomedical Sciences, Management, CBE Executive Programs, Chemistry, Clinical Studies)

Course Format:  (dropdown menu with options: In-Class, DE, Other; DE = Distance Education)

Course Name:

Course Number:

**2**

**3**

**Click on the Job ID to take note of the specific Course Code (e.g. AHSS\*1000 Section 01) and day/time of the course offering.**

	Job ID	Department or School	Course Number	Course Name	# of Assignments Available	Level	Application Deadline	Exercise R.O.F.R.	Apply
1.	<a href="#">SL921</a>	CBE Executive Programs	LEAD*6720	Politics of Organizations	1	1	09/29/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	<a href="#">SL922</a>	CBE Executive Programs			1	1	09/29/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	<a href="#">SL923</a>	CBE Executive Programs			1	1	09/29/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	<a href="#">SL1049</a>	Guelph Humber Programs	FCSS*1010*02 (FCSS Program)	Social Issues and Social Environments	1	1	10/13/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.	<a href="#">SL1050</a>	Guelph Humber Programs	AHSS*2080*01 (FCSS Program)	Ethical and Professional Issues in Human Services	1	1	10/13/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**4**

**If you've taught the course successfully in 1 of the previous 4 consecutive semesters and hold Right of First Refusal (RoFR), click on the checkmark under the "Exercise R.O.F.R." column.**

**If you do not hold RoFR, click on the checkmark under the "Apply" column to apply for the position of your choosing.**

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**Create A Sessional Lecturer Application**

Your **PROFILE** information populates your application(s). As such, edit or update your personal information in your **PROFILE** before each semester for which you apply for a work assignment.

Sessional Lecturer Application (Unit 2)

**My Application is for: (required)**

SL1049-Winter 2016-FCSS\*1010\*02 (FCSS Program)

**I wish to Exercise my Right of First Refusal (R.O.F.R.)**

N/A

Select YES if you have taught this course within the past four (4) semesters and wish to exercise your R.O.F.R.

**My Profile and Contact Information**

Update your **PROFILE** if you notice that the fields below are incomplete or not accurate.

**My Full Name is (required)**

John Smith

**My Email (required)**

john.smith@guelphhumber.ca

**Phone Number**

(416) 798-1331

**Alternate Phone Number**

**Address Line 1 (required)**

207 Humber College Blvd.

**Address Line 2**

GH403

**City / Town (required)**

Toronto

**Province (required)**

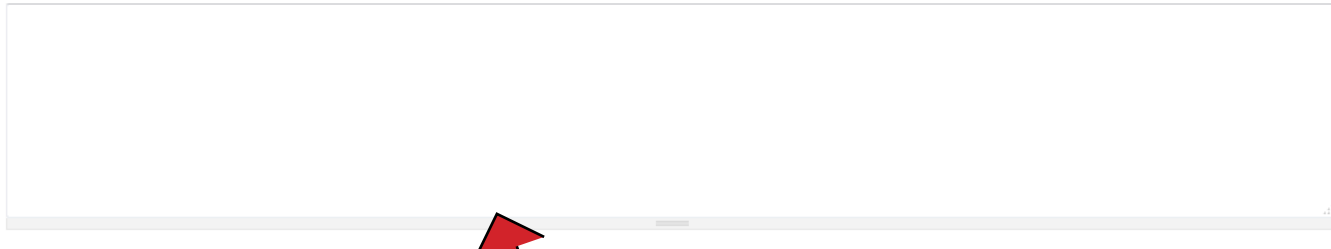
Verify that the information populated on your application is correct.

**NOTE: The system will only allow you to edit this information through your profile. Click on "My Profile" and Edit your Personal Information if necessary.**



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Other experience or qualifications that may be applicable for this work assignment



Attachments, as applicable

Should you want to provide more information than is indicated in your PROFILE, you have the option of uploading a cover letter and/or resume.

If Desired, Upload Cover Letter and/or Resume

No file selected.

Only one document may be attached to each application. If you would like to

Files must be less than 4 Mb.

Allowed file types: pdf.

**1** Fill out the specified fields, as required. If you would like to specify which sections you prefer, enter this information here as well.

Agreement and disclosure

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of under-represented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Sessional Lecturer work assignments are unionized with CUPE 3913 Unit 2 and their terms and conditions of work are covered by the [Unit 2 Collective Agreement](#) between the University and CUPE 3913.

When you save this application, a notification will be sent to the respective academic unit and you will receive a confirmation email. Should you not receive this email and /or have subsequent questions about you application, please contact the academic unit directly. We suggest you print &/or save your application once submitted.

By signifying your agreement below and saving this application you certify that the information it contains is accurate for the purposes of allowing the University to assess your suitability for employment. You also agree that the University may use the information you submit for the sole purpose of assessing your suitability for employment (including by contacting any references you have identified).

Agreement (required)

- Select a value -

**3** Agree to the terms listed.

Full Name (required)

**4** Click Save to submit your application.



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## **Technical difficulties with the online application?**

Contact:

Computing and Communications Services (CCS) at University of Guelph

Email: [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca)

Phone: 519-824-4120 ext. 58888

## **When will you hear back?**

Successful candidates, including those that hold a Right of First Refusal (RoFR), will be contacted shortly after the closing date of the job posting.

**Thank you for applying!**