STEP-BY-STEP INSTRUCTIONS

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

Go to: http://www.uoguelph.ca/sessional_ta

Click on Login

academic staff Work Assignments for Teaching Assistant, Graduates Service Assistant & Sessional Lecturers
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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.

Log in using your Central ID or click on “Create New Account”
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Click on Profile to update your profile information. Your Profile information populates your application(s) so it must be filled out/updated before you apply to a posting.
Click on “My UofG Instructional History” to view a summary of your seniority points.

Seniority points are automatically calculated based on your U of G CUPE 3913 sessional teaching employment history. If you notice a discrepancy please e-mail: gahadmin@guelphhumber.ca.
NEW: You must complete your profile before applying to any job postings.

**Academic Staff Work Assignments**

*for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers*

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.

- **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**
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Click on “Sessional Lecturer” to view available positions.
Only if you are logged in, can you continue filling out the Lecturer Work Application.

Available Sessional Lecturer Work Assignments

- Select “GUELPH HUMBER PROGRAMS” from the list and click Apply.
- 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.
- 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.

ghadmin@guelphhumber.ca
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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.
**STEP-BY-STEP INSTRUCTIONS**

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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.

Fill out the specified fields, as required.
STEP-BY-STEP INSTRUCTIONS

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1. Review ALL of the required and preferred qualifications for the position.

2. Indicate how you meet each of the required and preferred qualifications.

If you would like to specify which sections you prefer, enter this information here as well or, e-mail your section preferences, in order of preference, to ghadmin@guelphhumber.ca.
STEP-BY-STEP INSTRUCTIONS

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1. Upload your cover letter and résumé/CV. If the qualifications listed ask for course evaluations, reference letters, etc., please include these here as well.

2. Agree to the terms listed.

3. Click Save to submit your application.
Technical difficulties with the online application?

Contact:
Computing and Communications Services (CCS) at University of Guelph
Email: 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!