


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

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




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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.



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for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers

Home Teaching Assistant Sessional Lecturer FAQs Login

Home

[Create new account](#)[Log in](#)[Request new password](#)

Username (required)



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](#)

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

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

Academic Staff Work Assignments

for Teaching Assistants, Graduates Service Assistants & Sessional Lecturers

[Home](#)[My Profile](#)[Teaching Assistant](#)[Sessional Lecturer](#)[FAQs](#)[Logout](#)[Home](#)

My Profile and Work Assignment Dashboard(s)

[My Profile](#)

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.

Your **Profile** information populates your application(s). As such, update your **Profile** before each semester for which you apply for one or more work assignments. Your Profile includes:

- Your User ID and Password
- Your Contact Information
- The Information Used for Your Sessional Lecturer Application(s) (if applicable)
- The Information Used for Your Teaching Assistant (TA/GSA-1) Application(s) (if applicable)
- Your Experience / Qualifications
- Your University of Guelph Administrative courses
- Your University of Guelph Instructional History (including Seniority Points)

[My TA/GSA-1 Work Assignment Dashboard](#)[View and Respond to My Pending TA Offer\(s\)](#)[My SL Work Assignment Dashboard](#)[View and Respond to My Pending SL Offer\(s\)](#)[View My SL Offer History](#)

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

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

First Name: /
Last Name: /
Phone Number: () / - /
Address Line 1: 207 Humber College Blvd.
Address Line 2: GH403
City / Town: Toronto
Province: ON
Postal Code: M9W 5L7

My Information Used for Teaching Assistant Application(s) (if applicable)

My Information Used for Sessional Lecturer Application

My Experience / Qualifications

University of Guelph, Administrative courses

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

My UofG Instructional History

What are Seniority Points? The Seniority Points (Carried Forward) below have been validated by the relevant academic unit(s). Although it may be that your SPs are not accurately reflected below, we are committed to ensuring the accuracy of your SPs. If you think there is an error, please contact [Faculty and Academic Staff Relations](#), clearly identifying the academic unit(s), semester(s) and course(s) in which you earned seniority. Once confirmed, your SPs will be updated here.

My Teaching Assistant Seniority Points (if applicable)

The seniority points include those earned from UTA, GTA and GSA-1 work assignments.

TA Seniority Points (Carried Forward): 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 (Carried Forward): 0
SL Seniority Points Accrued (W16 onward): 0
Total Number of SL Seniority Points Accrued: 0
SL Seniority Points Pending: 0

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:
ghadmin@guelphhumber.ca.

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

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](#) –

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

– ▶ [My UofG Instructional History](#) –

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Academic Staff Work Assignments

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[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

Animal Biosciences
Arts and Sciences
Biodiversity Institute of Ontario
Biomedical Sciences
Management
CBE Executive Programs
Chemistry
Clinical Studies

Course Format

In-Class
DE
Other

DE = Distance Education

Course Name

enter part of the course name

Course Number

enter a course number

Apply

Reset

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.	SL921	CBE Executive Programs	LEAD*6720	Politics of Organizations	1	1	09/29/2015		
2.	SL922	CBE Executive Programs			1	1	09/29/2015		
3.	SL923	CBE Executive Programs			1	1	09/29/2015		
4.	SL1049	Guelph Humber Programs	FCSS*1010*02 (FCSS Program)	Social Issues and Social Environments	1	1	10/13/2015		
5.	SL1050	Guelph Humber Programs	AHSS*2080*01 (FCSS Program)	Ethical and Professional Issues in Human Services	1	1	10/13/2015		

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.

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

Sessional Lecturer Application (Unit 2)

See: [How do I Apply for a Sessional Lecturer \(SL\) Work Assignment?](#)

I wish to Exercise my Right of First Refusal (RoFR)

N/A ▼

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

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

SL136273-Winter 2020-AHSS*1350 (Psychology_F)

My Profile

Name **(required)**

Margaret Arent
John Smith

Email **(required)**

margaret.arent@guelpghumber.ca
john.smith

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)**

ON

Postal Code **(required)**

M9W 5L7

▼ My SL Seniority Points

See [What are Seniority Points?](#)

SL Seniority Points Accrued

0

SL Seniority Points Pending

0

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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▼ Information for my Sessional Lecturer Application (from my "Profile")

My highest degree or level of school completed is: **(required)**

Master's degree

Other Degree

Prior Teaching Experience / Qualifications

Format | **U** **B** **I** |

4 years of teaching experience at the university level.

[Switch to plain text editor](#)

Text format **Applicant**

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <blockquote>
 <code> <dd> <div>

Additional Experience / Qualifications

Format | **U** **B** **I** |

Research in child psychology.

[Switch to plain text editor](#)

Text format **Applicant**

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <blockquote>
 <code> <dd> <div> <dl> <dt> <p>

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.

[More information about text formats](#) ?

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

Title: [SL136273-Winter 2020-AHSS*1350 \(Psychology Program\) Intercultural Understanding and Communication](#)

Please ensure that your application includes evidence of how you meet the Required and Preferred qualifications of this work assignment:

Required Qualifications:

Degree:

Masters related to field

Prior Teaching Experience:

Successful teaching related to field at college or university level

Other Teaching Experience:

Demonstrated teaching excellence (eg. course evaluations, reference letters, student feedback)

Required competence, capability, skill and ability related to course content:

-Expertise in the cultural sciences and communication; -Excellent classroom management skills are essential

Preferred Qualifications:

Degree:

PhD related to field

Prior Teaching Experience:

Other

Research Experience:

Quality and or Recent Research activity in areas relevant to the course demonstrating knowledge of current developments in course content.

Specific Preferred competence, capability, skill and ability related to course content:

Ongoing scholarship in intercultural communication studies

1



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

Application Specific Information

This is where you **MUST** provide evidence of how you meet the required and preferred qualifications of this work assignment. You may also provide any other information you feel is applicable to this application (i.e., references, section preference, if applicable, etc.).

How do you meet the Required and Preferred Qualifications for this work assignment? (required)

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.

[Switch to plain text editor](#)

Text format: Applicant

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <blockquote>
 <code> <dd> <div> <dl> <p>

Ensure you have included evidence of how you meet the required and preferred qualifications for this work assignment.

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Attachments, as applicable

Please save your Resume as one PDF document with the file name: **Lastname_Firstname_Semester.pdf** (e.g. **Smith_John_F19.pdf**).

Upload Cover Letter and/or Resume

No file chosen

Only one document may be attached to each application. Please ensure the name of your file does NOT contain any special characters. If you have multiple documents, please combine into one document.

Files must be less than **20 MB**.

Allowed file types: **pdf**.

Upload your cover letter and résumé/CV.

If the qualifications listed ask for course evaluations, reference letters, etc., please include these here as well.

1

Agreement and Disclosure

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution. For more information, the [Office of Diversity and Human Rights \(DHR\)](#) is a welcoming, safe and confidential one-stop shop for information, training and support on issues relating to diversity and human rights on our campus.

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.

This application system does not allow you to save your work for a future time. You must complete your application in one session. When you click SAVE below, an email notification will be sent to the respective academic unit and you will receive a confirmation email. Please be patient, do not press SAVE more than once and do not refresh your browser. Clicking SAVE more than once will submit more than one application. Should you not receive this confirmation email within 15 minutes, check your trash or spam folders. Should you have subsequent questions about your 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)

Agree to the terms listed.

2

Full Name (required)

John Smith

Click Save to submit your application.

3

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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!