

Contract Faculty– Recruitment & Workload Assignment Principles

Context: Contract Faculty are a key element of our teaching resources, delivering quality learning opportunities for specific durations of time. These roles, however, are not permanent and supplement our fulltime faculty complement. Availability of work fluctuates over the course of the annual cycle and as such, there can be no guarantee of ongoing work. Recruitment to the Contract Faculty pool does not constitute a commitment of employment but is a critical foundation for the Workload Assignment process. Fleming College values the contributions of our Contract Faculty and adheres to the following principles to guide hiring and workload assignment processes.

Recruitment Principles:

- Recruitment process will be clear and consistent with fair and equitable hiring practices that respect the Collective Agreements and local Memoranda of Understanding, Employment Equity and Human Rights policies.
- Recognizing the corporate nature and authority for hiring, recruitment criteria will be established and evaluated in an objective manner by the Hiring Committee (typically the Chair and HR Consultant).
- Quality student learning is the foremost criterion for decisions regarding qualified candidates.
- Replenishment of the candidate pool will be done on an as-needed basis with consideration for the College and School-level Business and Human Resource plans.

Contract Faculty Workload Assignment Principles:

- Criteria established during the recruitment process will be used to develop a list of possible candidates for teaching assignments.
- Historical data, including the Partial Load Consideration list and Previously Taught Courses list, will provide the baseline information.
- Skillset, areas of strength and/or specialized expertise will be matched to established criteria.
- Performance feedback will be considered if available (course/faculty evaluations, performance evaluations).
- Flexibility will be required to accommodate fluctuating variables occurring throughout the Workload Assignment period – enrolment, staffing changes, curriculum changes

Contract Faculty Process: See flowchart