
TITLE: CONVERSION OF SESSIONAL FACULTY POSITIONS TO CONTINUOUS PROBATIONARY FACULTY POSITIONS**POLICY STATEMENT:**

RDC follows pre-established guidelines and criteria when making the decision to convert a non-replacement sessional faculty position to a continuous probationary position.

PURPOSE:

The purpose of this policy is to establish the criteria, guidelines and process for converting a non-replacement sessional faculty positions to continuous probationary positions.

SCOPE:

This policy applies to all non-replacement sessional faculty positions.

PRINCIPLES:

Processes and decisions at RDC:

- Are nondiscriminatory, respectful, dignified and unintrusive
- Are fair and equitable
- Maintain high standards of administration

DEFINITIONS:

Non-replacement sessional faculty: A Faculty Member with a full workload who is employed with a contract of four months or more and not exceeding two years, and whose responsibilities **do not** involve replacing a Continuous or Probationary Member who is on an approved leave from the College or who is temporarily undertaking other responsibilities in the College.

GUIDELINES:

1. If the same sessional position has existed for three (3) consecutive academic years, with no replacement sessional contracts filling the position during that time, the position normally would be converted to a probationary position starting in the next academic year, if there is evidence of stable or increasing enrollment and a full workload in the courses that typically have constituted the sessional position, except where:
 - a. There is evidence of an anticipated decline in enrollment in the courses that typically have constituted the sessional position, such that there would not be a full workload of such courses offered in the year following the third year, OR
 - b. The position has consisted of a contract period of less than 8 months duration OR
 - c. An attempt to hire a qualified instructor to a probationary contract for the year following the third year yields no suitable candidate OR
 - d. The College financial situation is unable to support the conversion
2. None of the above would preclude the conversion of a non-replacement sessional position before three (3) years.

3. If none of the above exceptions exist and if sufficient funding for the position comes from a source outside of the College's base budget, the position will normally be converted to a conditional probationary position, with the understanding that successful completion of the probationary period will lead to a conditional continuous position.

PROCEDURE:

1. Each year, as part of budget preparation, a comprehensive list of sessional faculty positions will be provided by the Deans to the Vice President Academic. This list will identify the number of consecutive years that each sessional position has existed.
2. Using the above criteria, the Deans in consultation with Associate Deans or other School delegates, will make recommendations regarding the conversion of a sessional position to the Vice President Academic for review and approval.
3. When approval is given by the Vice President Academic, the Deans will follow the prescribed selection and hiring processes to fill the newly converted position.
4. A full report specifying the sessional positions impacted by this standard practice, the decisions made regarding these positions for the subsequent budget year, and the rationale for those decisions will be provided to the President of the Faculty Association of Red Deer College by the Vice President Academic before final approval of the subsequent year's budget.

OFFICER RESPONSIBLE: Vice President Academic

RECOMMENDING AUTHORITY: Deans' Council

CONSULTATION FOR REVIEW: Deans, Associate Deans, Associate Vice President Academic, Vice President of Human Resources, Chief Financial Officer, Faculty Association of Red Deer College.

POLICY REVIEW DATE: June, 2017

EFFECTIVE DATE: November 1, 2012

REVISION HISTORY: June 2, 2003 (Conversion of Sessional Faculty Positions to Continuous Probationary Faculty Positions Standard Practice)
February 1, 2005
November 1, 2012 (revised and renamed Conversion of Sessional Faculty Positions to Continuous Probationary Faculty Positions Policy)

RELATED POLICIES:

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.