

## APPENDIX E – Department of Archaeology Graduate Sessional Guidelines

The Department of Archaeology regularly evokes, under current TSSU policy, the right to reserve up to 25% of our sessional courses for our graduate students. Currently this equates to one or two courses per year. However, graduate students are encouraged to apply for sessional advertisements for all courses. Ultimately, the sessional teaching recommendations are made by the chair and are conditional on factors such as subject constraints, enrollment, instructor availability and department needs.

Sessional reserves will normally be based on the following criteria and application process;

### 1. Eligibility

- a. Eligible applicants should be ABD (both colloquia and comps done).
- b. After a PhD student becomes ABD, they would become eligible and are encouraged to approach the department with a desire to teach both new and existing courses, and provide outline(s) for the proposed course(s).
- c. Preference is for applicants who have taken an Instructional Skills Workshop, which is offered by the Centre for Educational Excellence at SFU.
- d. Preference will be provided to applicants who submit up to three letters of reference that can speak to their teaching abilities (e.g., from instructors in courses in which they have given a lecture).
- e. Preliminary applications would be reviewed by the Department Chair and a member of the GEC, and/ or faculty member. The department manager would be consulted in identifying courses available for graduate teaching.

### 2. Application Process

- a. Applicants would be required to submit at the time of posting (10 weeks prior to the beginning of the semester):
  - i. a CV, and
  - ii. course outline
  - iii. a full course syllabus with week-by-week readings
- b. Applications would be reviewed by the Department Chair, and successful applicants will be notified.
- c. Each successful applicant will be assigned a faculty mentor to assist in the delivery of the course.