

Request for Right of First Refusal

If a Sessional Instructor has completed work as a Sessional Instructor for either three (3) consecutive semesters or for a fifth (5) semester within three (3) years, and the Sessional Instructor has taught the identical course three (3) times within the previous nine (9) semesters, and has demonstrated satisfactory performance of assigned duties, then where that course is next to be taught by a Sessional Instructor s/he will have the right of first refusal in the teaching of that course. The Sessional Instructor shall have a right of first refusal for this identical course for the next three (3) times that the course is to be taught by a Sessional Instructor or for the next three (3) years, whichever occurs first. **(Reference Article XV E. in the TSSU Collective Agreement).**

Section A: To be completed by the Sessional Instructor and submitted to the Department Chair

1. Your name and contact information:

Your name (first, last)

Address or Department

City

Province

Postal Code

Telephone

E-mail

2. For which course are you applying for a Right of First Refusal?

Course Number

Course Name

3. Please list all Sessional Instructor appointments held for the previous nine (9) semesters. Attach a separate sheet if necessary.

Course Number	Semester	Course Number	Semester

4. Signature:

Sessional Instructor

Date

Section B: To be completed by Department Chair and copied to the Sessional Instructor and TSSU, normally within seven (7) working days of receipt.

1. The application for a Right of First Refusal by _____ for _____ is

Name

Course

Approved

Declined (provide explanation below)

2. Signature:

Department Chair

Date