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## Memorandum

Date: 28 October 2009

To: Council of Chairs, Principals, and Academic Directors

From: Stephen Rupp, Vice Dean, Faculty and Academic Life

**Re: Information on Courses Taught by Sessional Lecturers**

CC: Jane Linley, Senior Business Officer Consultant

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We have received a request from the Vice-President, Human Resources and Equity and the Vice-President, Academic Programs for information related to courses taught during the 2009-10 academic year by members of CUPE 3902, Unit 3 (Sessional Lecturers). We can gather most of this information centrally, including unit-by-unit lists of all courses taught by Sessional Lecturers. Some of the information, however, is only available in individual academic units. Please ask the appropriate undergraduate administrator in your unit to respond to the following:

1. list all courses (full courses and half-courses during the fall term or the winter term) taught by Sessional Lecturers that involve Teaching Assistants in delivery of the course
2. list all courses currently taught by Sessional Lecturers for which your unit has on file a copy of the marking scheme.

In addition, we are gathering information about any resources in support of undergraduate education (such as Writing Centres) that are staffed with Sessional Lecturers. Jane Linley will contact college administrators on this last question.

Please send this information to Jane Linley ([ej.linley@utoronto.ca](mailto:ej.linley@utoronto.ca)) by **Monday, November 2**. Any questions about this information request may be directed to me or to Jane Linley. The Faculty Registrar is coordinating the Arts and Science response to Simcoe Hall.