**Part-Time Appointments**

A part-time appointment is one that is offered to an individual for a 12-month period or more and does not exceed 75% of full-time employment. (Please refer to Sessional Lecturers I and II for contracts of less than 12 months.)

Following consultation with the departmental appointments committee, the Chair should submit the recommendation for the appointment to the Dean for approval.

The recommendation should include the following:

- Chair’s report outlining the consultative process, funding source, terms of the appointment, qualifications of the individual, the expected contributions to the department, the benefits to its students, and duties to be performed;
- Curriculum Vitae and letters of reference (if available);
- Draft letter of offer.

**Contractually-Limited Term Appointments (CLTAs)**

A CLTA is a full-time professorial appointment. CLTA appointments may be renewed only once and the total number of years cannot exceed a maximum of five years.

Following consultation with the departmental appointments committee, the Chair should submit the recommendation for the appointment to the Dean for approval.

The recommendation should include the following:

- Chair’s report outlining the search, funding source, terms of the appointment, qualifications of the individual, the expected contributions to the department, the benefits to its students, and duties to be performed;
- Curriculum Vitae and letters of reference;
- Draft letter of offer.