



# RENEWAL OF TST APPROVED SESSIONAL LECTURERS AND INSTRUCTORS FOR 2019-20 ACADEMIC YEAR

If the Sessional Lecturer or Instructor had TST approval in the previous academic year, then this form can be used to renew the approval otherwise a new request will need to be made. These categories of teaching staff do not have individual faculty listings on the TST website, they appear on the relevant list for the session they are teaching which will show the course(s) they are teaching.

The TST Academic Council Policy on *Approved Categories of TST Teaching Staff* (April 2019) provides the following description for the category of Sessional and the category of Instructor.

	Description	Core Faculty	TST Approval	Graduate Status (Requires review by the Graduate Appointments Committee)	Maximum Approval Term
<b>Sessional Lecturer</b>	Are appointed to teach one course at a time. E.g. those teaching a course as a sabbatical replacement or in a summer session. They are appointed at the discretion of the head of college or other designated authority. The appointment must be consistent with the academic standards of the University of Toronto, and has the expertise required to teach the course.	No	Reviewed by TST Director	By Request	1 Semester**
<b>Instructor</b>	Are TST graduate students, with rare exceptions, at the ABD (All But Defended, i.e. an approved Thesis Proposal is on file with the GCTS Office). The appointment of an Instructor to teach a TST course requires the approval of the GCTS, which verifies that the student is in good academic standing, has an approved thesis has the support of his or her thesis supervisor, and has the expertise required to teach the course.	No	Reviewed by TST Director	No	1 Semester**

\*\*2 Semesters is possible if the course being taught is across two-semester of the academic year.

An up-to-date Curriculum Vitae is required to be submitted with the renewal request unless this is a renewal for the second semester and a current CV is on file. Please use the TST Template <http://www.tst.edu/academic/forms-faculty-administrators>.

### Section 1: College Information

College:	Name of Person Completing the form:	Date:
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### Section 2: Teaching Staff Information for 2019-20

If the individual is teaching more than one course in the academic year or repeating the course in a different semester of the same academic year, please repeat for each course offering.

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

Last Name:		First Name:		Initial(s):		CV Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category:		Course Code & Title:				Session:	
TST Approval:		Date:	Reported to AC:		Recorded on TST Website:		
Graduate Approval:		Graduate Status:				Date:	

### Section 3 – College Recommendation

Name of College Official:		Signature of College Official:		Date:	
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**Please forward the completed, signed form along with the Curriculum Vitae to the TST Registrar.**