Application Instructions for Sessional Appointments

Posting Timelines:

Winter 2027 Sessional Instructor appointments are available from **October 14, 2026**, to **October 27, 2026, at 11:59pm.**

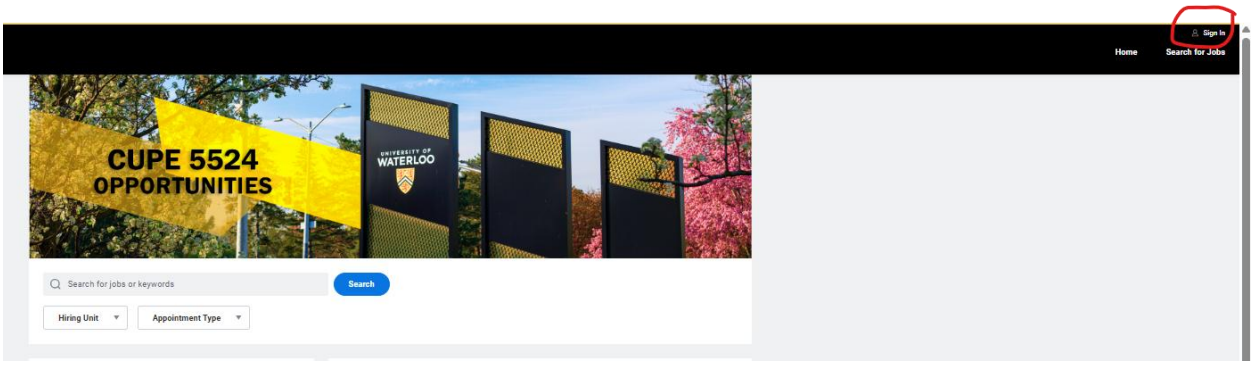
APPLICATION DEADLINE HAS BEEN EXTENDED TO NOVEMEBER 3, 2026 at 11:59PM

Additional ad-hoc appointments resulting from unexpected enrolment demands or unforeseen instructor leaves may continue to be posted on the CUPE 5524 Opportunities Portal at: https://uwaterloo.wd3.myworkdayjobs.com/CUPE_5524

Step 1- Create an Account:

Navigate to the University of Waterloo CUPE 5524 Opportunities portal.

- Click Sign In in the top right corner of the page.
- Select Create Account if you do not already have one. When creating your account you will be asked for an email address. The email address attached to your account will be used to send job offer(s) should you be the successful candidate.



Step 2 —Search for Job Postings

The CUPE 5524 Opportunities portal contains all active postings for the current recruitment cycle. Use the search bar and filter controls to search for postings by course name, course code, department, or keyword — for example "Biology", "BIOL 130", or "Sessional". Use the Appointment Type Hiring Unit Filter by ‘Sessional’ to show only the Sessional appointment type. Filter by faculty or department if you are looking for appointments in a specific area.

Step 3: Apply for Job Postings

Individuals, ***including*** those who hold incumbency rights under the CUPE 5524 agreement, must apply through the Workday system for each appointment they are interested in applying to.

Each posting contains details about required education and experience requirements. Any required supplemental application materials are identified in the course-specific section of the job posting (i.e., portfolio).

Detailed course descriptions can be searched by course code on the Undergraduate and Graduate Studies Academic Calendars:

Undergraduate studies - Academic Calendar
Graduate studies - Academic Calendar

Résumé/CV Tips

Applications may be submitted manually or using the résumé/CV parsing option to have the system complete some of the fields for you. Ensure your résumé/CV and any required documents are up to date and clearly outline your qualifications and relevant experience.

Note: Be sure to review the parsed fields before submitting

Formatting your resume for parsing

- Use Microsoft Word to create your résumé/CV.
- Contact information should be the first item on your resume.
- Use simple words for section headers. If the parser does not recognize a section header, it may not parse the information at all.
- Do not combine two résumé/**CV** sections into one.
- Include skills within your work experience descriptions.
- Avoid "nesting" jobs if you have held several positions at the same company.
- Include start and end dates for every position. If you are still working at a position, use simple words such as "Current" or "Present" in place of the end date, and spell out the month - rather than using the MM/YY abbreviation.

Step 4- Job Offers

Successful candidates will be issued job offer(s) for each individual appointment within Workday. Candidates will receive notification of job offer(s) via the email attached to your application. Candidates must log into Workday to accept their job offer. Job offers are valid for five working days from the date of issue for posted appointments. Direct job offers issued as per the Agreement are valid for two working days from the date of issue.

Candidates who wish to decline the offer, please do so in Workday as soon as possible.

The CUPE 5524 Agreement limits an individual to four Sessional appointments per term with an overall maximum of nine appointments per academic year.

Sessional Seniority is posted at: https://uwaterloo.ca/faculty-academic-life/sessionals

Questions about the seniority list may be directed to the Academic Relations Coordinator Team at: arc@uwaterloo.ca

Incumbency Definition

Incumbency is obtained when an individual has successfully completed appointments in that **same course** at least three (3) times over two (2) or more terms in the **previous four (4)** academic years. Individuals who hold incumbency in a course have the right of first refusal to any Sessional appointment offered for that course.

Applicants with incumbency in a course must indicate the number of sections for which they wish to apply their incumbency. Incumbency may not be applied to all available sections of a course. Should multiple individuals holding incumbency in a course apply, the individual with the highest seniority will be appointed.

Applicants holding incumbency for multiple courses being offered in the same term should do the following:

- Indicate their desired number of sections for each course to a combined maximum of four appointments per term or nine appointments in an academic year.

Incumbency will be taken into account alongside other factors such as qualifications and departmental needs.