

**Department of Sociology**  
**Sessional Teacher Committee meeting on 14th Nov 2018**  
**MINUTES**

1. Apologies
2. Minutes of last Teaching and Learning Committee (May 2018 meeting not held)
3. Matters Arising (NA)
4. **Contractual matters**
  - Contract issues
  - Last minute reduction of teaching hours
5. **Teaching matters**
  - Student numbers in seminars
6. **Space**
  - Sessional tutors' pigeon-hole removal update
  - Sessional Teachers 'Advice and Feedback' office in need of some TLC
  - Establishing a 'Sessional Teachers' space
7. **Other**
  - Incorporating sessional tutors into the Dept more consistently and thoroughly (including invites to the Dept meeting, inclusion on staff email lists, notification of staff changes etc)
  - Facilitating teaching accreditation for both PhD and non-PhD sessional tutors
8. AOB

**Date of Next Meeting: Wednesday 27th February, 2019.**