



THE UNIVERSITY OF
WINNIPEG
FACULTY OF EDUCATION

MEMORANDUM

Date: August 7, 2025

From: Faculty of Education, Deans Office

Re: Update to Policy on Sub Teaching

Policy on Substitute Teaching and Employment During the University Academic Year

Purpose

The Faculty of Education at the University of Winnipeg is committed to ensuring that teacher candidates in the Bachelor of Education Program receive the best possible training and education. This policy outlines the regulations regarding substitute teaching and employment during the university academic year for teacher candidates in both the After Degree and Integrated Programs.

Scope

This policy applies to all teacher candidates enrolled in the Bachelor of Education Program at the University of Winnipeg.

General Policy

Substitute Teaching and Employment Restrictions: Teacher candidates in the Bachelor of Education Program are not yet certified teachers and therefore are not permitted to accept positions as substitute teachers during the university academic year.

Special Provision for Students in the Bachelor of Education Program

Teacher candidates who have completed the first student teaching block of their fourth year of the Integrated Program or have completed the first student teaching block of the first year in the After Degree Program, may be considered for a limited teaching permit under the following conditions:

1. Request by School Division: A school division must request the limited teaching permit for the candidate.
2. Good Academic Standing: The candidate must be in good standing with the university.
3. Consistent Attendance in Scheduled Courses: The candidate must not miss any university course time to substitute teach.

4.Strong Academic Performance and Progression: The candidate's academic progress must not be jeopardized by accepting employment of this nature.

Application Process for Limited Teaching Permit

1.Initiation by School Division - The request for a limited teaching permit must be initiated by the school division in need of the substitute teacher.

2. Review by Faculty of Education - The Faculty of Education will review the request to ensure that the candidate meets all the stipulated conditions.

3. Approval - If all conditions are met, the Faculty of Education will grant permission for the school division to apply for the limited teaching permit, allowing the candidate to engage in substitute teaching without compromising their academic responsibilities.

4.The faculty advisor will draft a letter on behalf of the student and forward to the Associate Dean for their signature. The faculty advisor will provide the signed letter to the student.

5. There will be no further letters of endorsement provided on behalf of the Faculty of Education in support of students who are requesting the LTP letter for the purpose of substitute teaching.

Compliance and Monitoring

This policy ensures that the academic integrity and progress of teacher candidates are maintained while providing a controlled and conditional opportunity for practical teaching experience in the fifth year of the Integrated Program.

The academic progress and employment commitments of candidates granted a limited teaching permit will be regularly monitored to ensure compliance with this policy.

Implementation

This policy will be reviewed annually to ensure its effectiveness and relevance.

Contact Information

For questions or further clarification regarding this policy, please contact the Faculty of Education Office at the University of Winnipeg.