

# CUPFA PTHC REP TRAINING

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

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- Deadline was Monday, May 1<sup>st</sup> by 6:00 p.m. online on FRIS.



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- winter-only courses out Oct. 1<sup>st</sup>
- fall/winter courses May 1<sup>st</sup> ]

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**REMINDER: Course outlines or syllabi CANNOT be required in a course posting. Report to CUPFA immediately if you see postings that do. Like course evaluations, they may optionally be included as supporting evidence of qualifications, but courses cannot be denied on the basis of a submitted syllabus or course outline.**

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**REMINDER: Course outlines or syllabi CANNOT be required in a course posting. Report to CUPFA immediately if you see postings that do. Like course evaluations, they may optionally be included as supporting evidence of qualifications, but courses cannot be denied on the basis of a submitted syllabus or course outline. This is one of several points to check regarding the postings →**

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- CUPFA currently has a committee with the University on part-time postings, which meets after every hiring round.

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- CUPFA currently has a committee with the University on part-time postings, which meets after every hiring round.
- We are asking all PTHC reps to flag and report in a timely fashion any problematic postings (i.e. with qualifications that are impossible to meet by the great majority of applicants, that are too easy to meet, or that are unreasonable in any way).

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- There have already been signs of a move towards standardized language and criteria across Faculties and Departments, and PTHC reps need to know some of the potential issues around that language, e.g. :

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Candidates with seniority in the Department but not already deemed qualified to teach this course by virtue of article 10.15a or 10.15b of the CUPFA Collective Agreement must submit:

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### 10.15 QUALIFICATIONS TO TEACH

- a) Part-time faculty members with seniority on November 22, 1991 are qualified to teach a course they apply for if:
  - i) They fulfill the requirements under article 10.15 b); or
  - ii) They taught the course once, successfully, in the four (4) academic years preceding the academic year for which they are applying.
- b) Part-time faculty members who have successfully taught a course three (3) times or more are deemed to be professionally and academically qualified to teach the same course or a closely related course.

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We are aware of Chairs in certain Departments actively trying to chip away at the definition of successful teaching, trying (e.g.) to make the existence of email exchanges with members during a term regarding teaching problems count as indicators of unsuccessful teaching, or similarly for missteps on plagiarism detection and reporting and other methods.

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**Beware of such tactics being brought to a PTHC meeting as faits accomplis; CUPFA's position is that anything short of a formal letter expressly stating there was unsuccessful teaching in the member's file does not count**

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### Applied Human Sciences

AHSC 232 /1	WORKING IN TASK GROUPS	3 credits
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Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity/ Capacité du cours	Est.Hours/ No. d'heures estimé	Sen.Credits; Crédits d'ancienneté	Salary/ Salaire*
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

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#### Academic Unit Head / Chef de département

Morden, Peter

*In your preparations for the PTHC meeting, take note of any interpretive language in the postings*

#### Job Specific Requirements and Application Documents / Exigences d'emploi spécifiques et documents à remettre pour postuler

1. This course is scheduled to be taught in person.
2. This language of instruction for this course is: English.
3. Required: Graduate degree in relevant discipline.
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.



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*Beware of supplementary texts not in the posting but brought by the Chair or FT to the PTHC meeting as a binding interpretive tool to determine qualifications*

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*Other interpretive qualifications language we have seen:* **Human Sciences**

AHSC 232 /1

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**Academic Unit Head / C**  
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**Job Specific Requireme**  
**Exigences d'emploi spé**

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2. This language of inst
3. Required: Graduate

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5. Required: Current, relevant practitioner experience.

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1. Graduate degree in a relevant discipline.
2. Successful experience in practice-based, experiential teaching.
3. Current, relevant practitioner experience.
4. Specific academic training in [fields].
5. Advanced professional training in [fields, areas].

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Candidates are required to have [degree] in [field 1], or in [field 2] etc., with excellence in [discipline] as demonstrated through their research experience.

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35.75	3.00	9,601.00

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Morden, Peter

### Job Specific Requirements and Application Documents Exigences d'emploi spécifiques et documents à remettre

1. This course is scheduled to be taught in person.
2. This language of instruction for this course is: English.
3. Required: Graduate degree in relevant discipline.
4. Required: Successful experience in practice-based, experiential learning.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task facilitation and group dynamics, experiential program leadership.

[Degree] (or equivalent) in the field; Post-secondary teaching experience in the course subject and level; Native – or near-native competence required in English and target language; Familiarity with [technical language].



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**Academic Unit Head / Chef de l'unité académique**  
Morden, Peter

**Job Specific Requirements / Exigences d'emploi spécifiques**

1. This course is scheduled for the following dates: [ ]
2. This language of instruction is: [ ]
3. Required: Graduate degree in [ ]
4. Required: Successful experience in [ ]
5. Required: Current, relevant teaching experience in [ ]
6. Other requirements: Specific academic training in task group work, advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

*Wording as a hard requirement, problematically in the first case*

[Degree] in [discipline] or related field (or currently be a doctoral candidate enrolled in a doctoral program in [discipline] or related field). The candidate must have previous teaching experience at the university level. In addition, the candidate must have academic training (indicated by peer-reviewed publications, doctoral theses or comprehensive examinations) and/or teaching experience in [subject] as well as demonstrated expertise in [discipline]. Course evaluations from other departments or institutions, CV, letter outlining the approach to teaching this course, are required to assess the candidacy of applicants who have not taught [course] successfully three times or more.



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1. This course is scheduled  
2. This language of instruction  
3. Required: Graduate degree  
4. Required: Successful experience  
5. Required: Current, relevant  
6. Other requirements: Specialized  
facilitation and group dynamics

**Degree requirement:** [details] with emphasis on [areas].  
**Required expertise:** Minimum of 2 years' experience as a professional [area] in a workplace setting (corporation, government, non-profit).  
**Assets:** [degrees, certificates].

If you have not previously taught this course successfully three times or more, the Part-time Hiring Committee (PTHC) would find it helpful in assessing your candidacy to receive:

- **Cover Letter:** explaining your qualifications, reasons for applying to teach this course, and approach to teaching the course
- **Updated CV**
- **course evaluations** from other departments or institutions;
- **any other materials** you feel are relevant.

*Worded as optional*

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Other interpretive qualifications language we have seen:

Human Sciences

*(Some Departments have sought to clarify some of the terms in postings, often creating further problems, e.g. :*

AHSC 232 /1

WORKING IN TASK GROUPS

Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity/ Capacité du cours	Est.Hours/ No. d'heures estimé	Sen.Credits; Crédits d'ancienneté	
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

\* This projected salary is being provided on a trial basis for information purposes only. It is subject to verification prior to the issuance of a contract.

\* Ce salaire projeté est fourni à titre informatif et pour essai seulement. Il est sujet à confirmation avant l'émission du contrat.

### Academic Unit Head / Chef de département

Morden, Peter

### Job Specific Requirements and Application Documents /

### Exigences d'emploi spécifiques et documents à remettre pour postuler

1. This course is scheduled to be taught in person.
2. This language of instruction for this course is: English.
3. Required: Graduate degree in relevant discipline.
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

Other interpretive qualifications language we have seen: **Human Sciences**

AHSC 232 /1 WORKING IN TASK GROUPS

Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Cap			
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

(indicated by peer-reviewed publications,  
doctoral theses or comprehensive examinations)

(Some Departments  
have sought to  
clarify some of the  
terms in postings,  
often creating further  
problems, e.g. :

1. Graduate degree in a relevant discipline.
2. Successful experience in practice-based, experiential teaching.
3. Current, relevant practitioner experience.
4. Specific academic training in [fields].
5. Advanced professional training in [fields, areas].

\* This projected salary is being pro  
\* Ce salaire projeté est fourni à titre

Academic Unit Head / C  
Morden, Peter

Job Specific Requirements  
Exigences d'emploi spé

1. This course is sched
2. This language of inst
3. Required: Graduate
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

Other interpretive qualifications language we have seen: **Human Sciences**

AHSC 232 /1 WORKING IN TASK GROUPS

(within the last 5 years)

Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity/ Capacité du cours	No. d'heures estimé	Sen.Credits; Crédits d'ancienne	
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

\* This projected salary is being pro  
\* Ce salaire projeté est fourni à titre

Academic Unit Head / C  
Morden, Peter

Job Specific Requirements  
Exigences d'emploi spé

1. Graduate degree in a relevant discipline.
2. Successful experience in practice-based, experiential teaching.
3. Current, relevant practitioner experience.
4. Specific academic training in [fields].
5. Advanced professional training in [fields, areas].

1. This course is sched  
2. This language of inst  
3. Required: Graduate  
4. Required: Successful experience in practice-based, experiential teaching.  
5. Required: Current, relevant practitioner experience.  
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

(Some Departments have sought to clarify some of the terms in postings, often creating further problems, e.g. :

10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

Other interpretive qualifications language we have seen:

Human Sciences

(Some Departments have sought to clarify some of the terms in postings, often creating further problems, e.g. :

AHSC 232 /1		WORKING IN TASK GROUPS					
Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity/ Capacité du cours	No. d'heures estimé	Sen.Credits; Crédits d'ancienneté	
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

(minimum 7 years)

\* This projected salary is being provided for information only.  
\* Ce salaire projeté est fourni à titre d'information.

Academic Unit Head / C  
Morden, Peter

Job Specific Requirements  
Exigences d'emploi spécifiques

1. Graduate degree in a relevant discipline.
2. Successful experience in practice-based, experiential teaching.
3. Current, relevant practitioner experience.
4. Specific academic training in [fields].
5. Advanced professional training in [fields, areas].

1. This course is scheduled for the following dates: [dates]
2. This language of instruction is: [language]
3. Required: Graduate degree in a relevant discipline.
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

*Other interpretive qualifications language we have seen:* **Human Sciences**

AHSC 232 /1	WORKING IN TASK GROUPS					3 credits	
Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity/ Capacité du cours	No. d'heures estimé	Sen.Credits; Crédits d'ancienneté	Salary/ Salaire*
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

*(Beware of slippery slopes...)*

\* This projected salary is being provided for information only. It is not a guarantee of a contract.  
\* Ce salaire projeté est fourni à titre d'information. Il n'est pas une garantie d'un contrat.

**Academic Unit Head / Chef d'unité académique**  
Morden, Peter

**Job Specific Requirements and Application Documents /  
Exigences d'emploi spécifiques et documents à remettre pour postuler**

1. This course is scheduled to be taught in person.
2. This language of instruction for this course is: English.
3. Required: Graduate degree in relevant discipline.
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

All new applicants must submit relevant documentation with their application, including proof of teaching effectiveness.

10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

*Other interpretive qualifications language we have seen:* **Human Sciences**

AHSC 232 /1	WORKING IN TASK GROUPS					3 credits	
Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity, Capacité du cours	No. d'heures estim	Sen.Credits; Crédits d'ancienneté	Salary/ Salaire*
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

*(Beware of slippery slopes...)*

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**Academic Unit Head / Chef d'unité académique**  
Morden, Peter

**Job Specific Requirements and Application Documents / Exigences d'emploi spécifiques et documents à remettre**

1. This course is scheduled to be taught in person.
2. This language of instruction for this course is: English.
3. Required: Graduate degree in relevant discipline.
4. Required: Successful experience in practice-based, experiential teaching.
5. Required: Current, relevant practitioner experience.
6. Other requirements: Specific academic training in task group work; Advanced professional training in small group facilitation and group dynamics, experiential program leadership, training and consultation.

All new applicants must submit relevant documentation with their application, including proof of teaching effectiveness.

[Degree] required (a copy of the diploma may be asked for if not on file)



10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

Other interpretive qualifications language we have seen: **Human Sciences**

AHSC 232 /1	WORKING IN TASK GROUPS					3 credits	
Section/ Groupe-cours	Type	Days/ Jours	Time/ Horaire	Capacity, Capacité du cours	No. d'heures estim	Sen.Credits; Crédits d'ancienneté	Salary/ Salaire*
40	LEC	-T-J---	18:30-21:15	40	35.75	3.00	9,601.00

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\* Ce salaire projeté est fourni à titre d'information. Il n'est pas une garantie d'un contrat.

Academic Unit Head / Chef d'unité académique  
Morden, Peter

Specific Requirements and Application Documents /

[Degree] required (a copy of the diploma may be asked for if not on file)

If you are tentatively considered for a course assignment, the department may request additional supporting documentation, including references.

(Beware of slippery slopes...)

..., experiential teaching.

task group work; Advanced professional training in small group leadership, training and consultation.



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

### Additional Information / Information Supplémentaire

Applicants are considered to agree to meet the following conditions:

- Applicants will be available to teach the course in the delivery mode indicated in this posting
- When courses are scheduled to be taught in person, exceptional circumstances beyond the University's control, may require a pivot to remote teaching
- If the course is scheduled to be delivered remotely or, in the alternative, given that courses which are scheduled to be taught in person may pivot to remote teaching if required, the instructor of the course is expected to:
  - Have access to internet and hardware equipment (computer, webcam, microphone and headset)
  - Launch their Moodle course and use some of the elementary features (e.g., but not limited to: add files, use the Moodle announcements feature to send important messages to the whole class, set up an assignment in Moodle to receive submissions and make grades/feedback available to students)
  - Record any synchronous lecture
  - Upload recorded lectures to YuJa and make them available (securely) in Moodle – training will be made available before and during the term
  - Make transcripts available of all recorded videos – or, endeavor to provide material to students in an accessible fashion, including (but not limited to) providing transcripts of recorded lectures (via YuJa) and providing image descriptions for any posted images
  - Maintain regular live contact with students, including virtual office hours (via Zoom, Adobe Connect, or similar platform)
  - Clearly communicate to students the preferred mode to receive questions and messages

*Often requirements other than those involved in assessing qualifications are included in postings, and can come into play in the hiring process when Chairs have issued disciplinary letters connected with a member allegedly not fulfilling them*

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

### Additional Information / Information Supplémentaire

*Often requirements other than those involved in assessing qualifications are included in postings, and can come into play in the hiring process when Chairs have issued disciplinary letters connected with a member allegedly not fulfilling them*

Candidates with seniority in the Department but not already deemed qualified to teach this course by virtue of article 10.15a or 10.15b of the CUPFA Collective Agreement **must submit:**

- \* a CV, or complete and publish the Online Academic and Professional Dossier found in the Part-Time Application module of FRIS;
- \* a cover letter addressing how they meet the specific requirements; and
- \* a teaching statement outlining their pedagogical principles (e.g., classroom-engagement, assessment, etc.) and their approach to teaching.

Candidates with seniority external to the Department and candidates without seniority (external to Concordia) **must submit:**

- \* a CV, or complete and publish the Online Academic and Professional Dossier found in the Part-Time Application module of FRIS (mandatory for candidates without seniority – external to Concordia);
- \* a cover letter addressing why they meet the specific requirements;
- \* evidence of teaching effectiveness at the appropriate academic level (e.g., course evaluations or reference letters, etc.); and
- \* a teaching statement outlining their pedagogical principles (i.e., classroom-engagement, assessment, etc.) and their approach to teaching.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings.

### Additional Information / Information Supplémentaire

Applicants are considered to agree to meet the following conditions:

The contractual obligations of Part-time faculty include, but are not limited to: preparing, organizing and presenting course material at scheduled class times and being available to students outside class hours (normally by offering office hours and/or meeting by appointment – as per department regulations); directing and evaluating student progress in courses, i.e. grading assignments (including late completions), portfolios and examinations, providing feedback to students, submitting grades on time, invigilating examinations; being available for preparations, delivery and grading of supplemental examinations. (See Article 9 of the CUPFA Collective Agreement.)

*(Paraphrased and with certain additions not actually in the CA)*

*Often requirements other than those involved in assessing qualifications are included in postings, and can come into play in the hiring process when Chairs have issued disciplinary letters connected with a member allegedly not fulfilling them*

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings, particularly those that seem under- or over-specific. That being said...

- If you see any questionable/vague/confusing postings in your Department, please let the Association know ASAP as it may be necessary to approach the assignment of those courses in particular ways during your hiring meeting.

- This course may be scheduled in person or with in-person activities;
- When a course is scheduled to be taught in person or with in-person activities scheduled, the instructor assigned shall be ready to provide to remote emergency teaching at any time during the term at the sole requirement of the University;
- When a course is in remote teaching mode, the instructor assigned understands they are expected to:
  - Have access to internet and hardware equipment (computer, webcam, microphone and headset)
  - Launch their Moodle course and use some of the elementary features (e.g., but not limited to, add files, use the Moodle announcements feature to send important messages to the whole class, set up an assignment in Moodle to receive submissions and make grades/feedback available to students)
  - Record any synchronous lecture
  - Upload recorded lectures to YuJa and make them available (securely) in Moodle – training will be made available before and during the term
  - Make transcripts available of all recorded videos – or, endeavor to provide material to students in an accessible fashion, including (but not limited to) providing transcripts of recorded lectures (via Yuja) and providing image descriptions for any posted images
  - Maintain regular live contact with students, including virtual office hours (via Zoom, Adobe Connect, or similar platform)
  - Clearly communicate to students the preferred mode to receive questions and messages

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 1. Postings

- We have long asked reps to be vigilant regarding postings, particularly those that seem under- or over-specific. That being said...

- If you see any questionable/vague/confusing postings in your Department, please let the Association know ASAP as it may be necessary to approach the assignment of those courses in particular ways during your hiring meeting.

- We also need to flag them as having the potential for grievances, and for our side-table discussions with the University as part of the ongoing effort to make postings as clear and fair as possible across all Departments

- Make transcripts available of all recorded videos – or, endeavor to provide material to students in an accessible fashion, including (but not limited to) providing transcripts of recorded lectures (via Yuja) and providing image descriptions for any posted images
- Maintain regular live contact with students, including virtual office hours (via Zoom, Adobe Connect, or similar platform)
- Clearly communicate to students the preferred mode to receive questions and messages

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

*A training on the FRIS application system and Online Dossier was held in June of 2020,  
co-hosted by the Provost's office and CUPFA.*

*It was recorded and the video is available on the CUPFA website: <https://cupfa.org/fris-training-2020/>*

- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

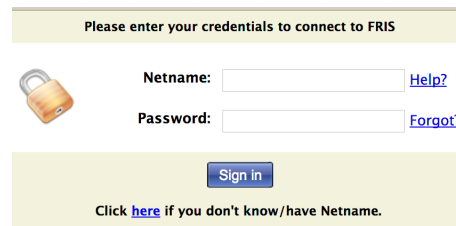
## 2. Pre-meeting

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- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

<https://fris.concordia.ca/Login.aspx?ref=/default.aspx>



Please enter your credentials to connect to FRIS

 Netname:  [Help?](#)

Password:  [Forgot?](#)

Click [here](#) if you don't know/have Netname.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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<https://fris.concordia.ca/Login.aspx?ref=/default.aspx>



Please enter your credentials to connect to FRIS

Netname:  [Help?](#)

Password:  [Forgot?](#)

Click [here](#) if you don't know/have Netname.

[CUPFA members simply use their Concordia credentials to log in]

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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<https://fris.concordia.ca/Login.aspx?ref=/default.aspx>



Please enter your credentials to connect to FRIS

Netname:  [Help?](#)

Password:  [Forgot?](#)

Click [here](#) if you don't know/have Netname.

[External or otherwise new applicants need to use the link at the bottom to request temporary credentials]

[CUPFA members simply use their Concordia credentials to log in]

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.



- Home [Prod 2.0] Courses Reports Templates System Management Preference Logout

Dear , welcome to Faculty Resource Information System (FRIS).

Concordia University received a 2012 **Quality & Productivity Award** from the Canadian Association of University Business Officers (CAUBO) for its **Faculty Resource Information System (FRIS)**. The FRIS was developed in order to efficiently manage workload assignments for Concordia's full-time faculty, as well as the hiring process for part-time faculty (including postings, applications, recommendations, approvals and payments).

IMPORTANT NOTE: Only Canadian Citizens and Permanent Residents are eligible to hold CUPFA contracts. Individuals on work permits as well as Concordia University graduate students and Managers are eligible to teach on Reserved contracts.

Thank you for your interest in Part-Time teaching opportunities at Concordia University.

The application period for the 2018 Summer posted courses is over.

Postings for the upcoming round of part-time teaching opportunities will become available on May 1st, 2018.

To apply online, please click [here](#).

*Please note that only Canadian citizens and permanent residents may apply to posted courses (per Article 10.01 a) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.)*

**Please note that current graduate students<sup>2020 - 2021</sup> at Concordia University are not eligible to apply to CUPFA posted courses.**

### Relevant Documentation:

[CUPFA Seniority List By Seniority Descending](#)  
[CUPFA Seniority List By Last Name Ascending](#)

[Online Application Instructions](#)

### Information for Applicants:

You can view posted courses and apply online via the "Courses" tab.  
Please remember to "Logout" when finished.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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co-hosted by the Provost's office and CUPFA.*

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- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

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[CUPFA Seniority List By Seniority Descending](#)  
[CUPFA Seniority List By Last Name Ascending](#)

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### Information for Applicants:

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10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

*A training on the FRIS application system and Online Dossier was held in June of 2020, co-hosted by the Provost's office and CUPFA. It was recorded and the video is available on the CUPFA website: <https://cupfa.org/fris-training-2020/>*

- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

Dear [redacted] Faculty Resource Information System (FRIS).

Concordia University is a member of the Canadian Association of University Business Officers (CAUBO) for its Faculty Resource Information System (FRIS) in order to efficiently manage workload assignments for Concordia's full-time faculty, as well as part-time faculty, as well as graduate students and Managers are eligible to teach on Reserved contracts.

IMPORTANT NOTE: Only individuals who hold CUPFA contracts, as well as Concordia University graduate students and Managers are eligible to teach on Reserved contracts.

Teaching opportunities at Concordia University.

The number of posted courses is over.

Teaching opportunities will become available on May 1st, 2018.

Please note that only Canadian citizens and permanent residents may apply to posted courses (per Article 10.01 a) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.)

Please note that current graduate students at Concordia University are not eligible to apply to CUPFA posted courses.

### Relevant Documentation:

[CUPFA Seniority List By Seniority Descending](#)  
[CUPFA Seniority List By Last Name Ascending](#)

[Online Application Instructions](#)

### Information for Applicants:

You can view posted courses and apply online via the "Courses" tab. Please remember to "Logout" when finished.

10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

The screenshot shows the FRIS interface with several callouts:

- A callout pointing to the "Courses" tab in the top navigation bar.
- A callout pointing to the "Part-Time Online Application" link in the left sidebar.
- A callout pointing to the "View Postings" link in the left sidebar.
- A callout pointing to the search filters: "Academic Year" (2020 - 2021), "Session" (Winter), "Faculty" (All Faculties), "Department" (All Departments), "Course Name/Number", "Title", and "Course Type" (Part-Time (PTHC)), with a "Search" button.

### Relevant Documentation:

- [CUPFA Seniority List By Seniority Descending](#)
- [CUPFA Seniority List By Last Name Ascending](#)

[Online Application Instructions](#)

### Information for Applicants:

You can view posted courses and apply online via the "Courses" tab. Please remember to "Logout" when finished.



10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

A training on the FRIS application system and Online Dossier was held in June of 2020, co-hosted by the Provost's office and CUPFA. It was recorded and the video is available on the CUPFA website: <https://cupfa.org/fris-training-2020/>

- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

The screenshot shows the FRIS application system interface. The top navigation bar includes: Home [Prod 2.0], Courses, Reports, Templates, System Management, Preference, and Logout. The main content area displays a sidebar menu with options: Courses, Course Assignment, and Part-Time Online Application. A callout box highlights the 'Courses' tab. Below the sidebar, there are sections for 'Part-Time Online Application' and 'Online Application', with a 'View Postings' button highlighted in green. Another callout box highlights the 'View Postings' button. At the bottom, a search form is visible with fields for 'Academic Year' (2020 - 2021), 'Session' (Winter), 'Faculty' (All Faculties), 'Department' (All Departments), 'Course Name/Number', and 'Title'. A 'Search' button is highlighted with a red circle. A large blue arrow points from the search form towards the right side of the slide.

### Relevant Documentation:

[CUPFA Seniority List By Seniority Descending](#)  
[CUPFA Seniority List By Last Name Ascending](#)

[Online Application Instructions](#)

### Information for Applicants:

You can view posted courses and apply online via the "Courses" tab. Please remember to "Logout" when finished.



10.18 job flow once,  
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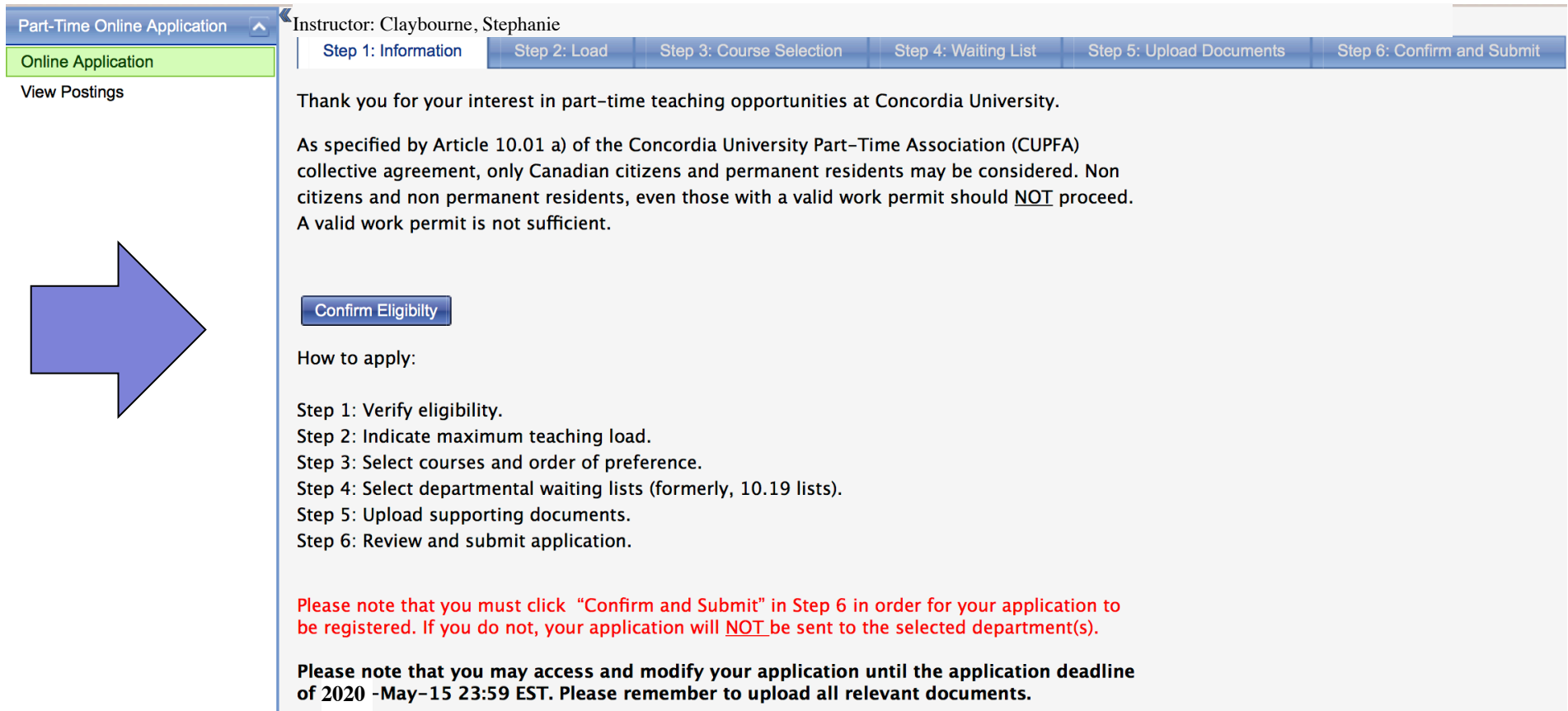
# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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Part-Time Online Application

Online Application

View Postings

Instructor: Claybourne, Stephanie

Step 1: Information | Step 2: Load | Step 3: Course Selection | Step 4: Waiting List | Step 5: Upload Documents | Step 6: Confirm and Submit

Thank you for your interest in part-time teaching opportunities at Concordia University.

As specified by Article 10.01 a) of the Concordia University Part-Time Association (CUPFA) collective agreement, only Canadian citizens and permanent residents may be considered. Non citizens and non permanent residents, even those with a valid work permit should NOT proceed. A valid work permit is not sufficient.

[Confirm Eligibility](#)

How to apply:

Step 1: Verify eligibility.  
Step 2: Indicate maximum teaching load.  
Step 3: Select courses and order of preference.  
Step 4: Select departmental waiting lists (formerly, 10.19 lists).  
Step 5: Upload supporting documents.  
Step 6: Review and submit application.

Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2020 -May-15 23:59 EST. Please remember to upload all relevant documents.

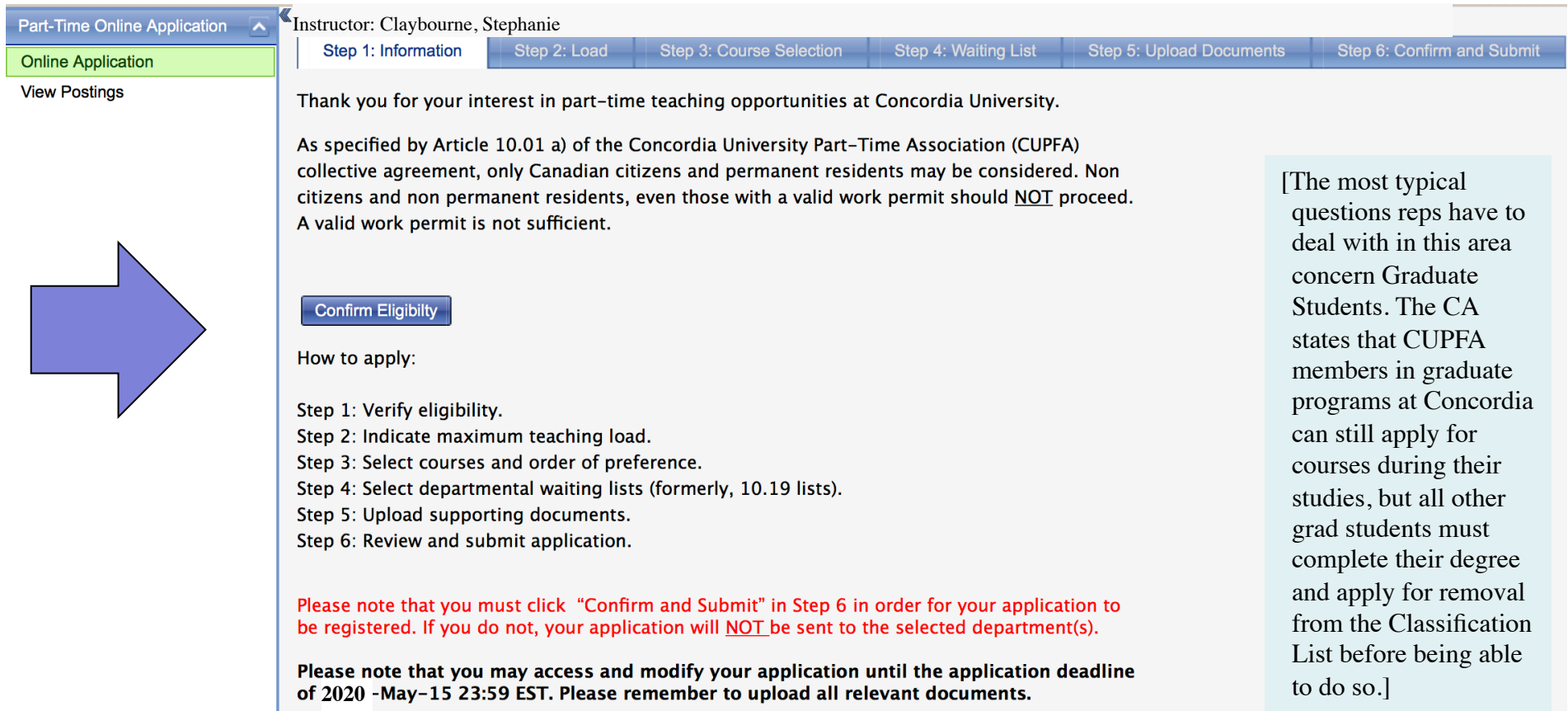
10.18 job flow once, twice or three times yearly, depending on Departments

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[The most typical questions reps have to deal with in this area concern Graduate Students. The CA states that CUPFA members in graduate programs at Concordia can still apply for courses during their studies, but all other grad students must complete their degree and apply for removal from the Classification List before being able to do so.]

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*Clarifying language has been added to this Step that makes it clear members only fill it out if they want particular restrictions on their load over one or more terms*

Instructor: Claybourne, Stephanie


Step 1: Information Step 2: Load Step 3: Course Selection Step 4: Waiting List Step 5: Upload Documents Step 6: Confirm and Submit

Academic Year: 2020/21  
Seniority Credits: 427.50  
Maximum Credits allowed per CUPFA CA: 18  
Assigned Credits to date: 0

Please indicate the maximum number of courses and credits that you wish to teach, if less than the total number of credits to which you are entitled according to your level of seniority.

Please indicate the maximum number of courses and credits you wish to teach and click "Confirm"

Summer (/1):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
Fall (/2):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
Fall-Winter (/3):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
Winter (/4):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>



Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2020-Mar-10 23:59 EST. Please remember to upload all relevant documents.

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Whether this section is left as is or filled in, the applicant must click "Confirm" to continue\*

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Please note that you may access and modify your application until the application deadline of 2020-Mar-10 23:59 EST. Please remember to upload all relevant documents.

Thank you for updating your load preferences.

\* New procedures for Article 10.19 agreed to with the University are such that all members of a Department (except those who have their full load) are contacted by default when Waiting List assignments need to be made between formal hiring periods, eliminating any risk of misunderstanding when it comes to load preferences and this part of the FRIS application. (More on this later.)

10.18 job flow once, twice or three times yearly, depending on Departments

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The screenshot displays the FRIS application system interface. At the top, there are five steps: Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, and Step 5: Upload Documents. Below this, there are two sub-steps: 3.1 Select Courses and 3.2 Order Selection (0). The main form area includes the following fields and controls:

- Academic Year:** A dropdown menu set to "2020 - 2021".
- Session:** A dropdown menu set to "Fall-Winter".
- Faculty:** A dropdown menu set to "All Faculties".
- Department:** A dropdown menu set to "All Departments".
- Course Name/Number:** A text input field.
- Title:** A text input field.
- Search:** A blue button with the text "Search".
- Show valid posting only

Red circles highlight the Faculty, Department, and Search fields.

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The image displays two screenshots of the FRIS application system interface, specifically the 'Step 3: Course Selection' screen. The top screenshot shows the 'Faculty' and 'Department' dropdown menus circled in red. The bottom screenshot shows the 'Department' dropdown menu set to 'Art History' and the 'Search' button circled in red.

Step 1: Information Step 2: Load Step 3: Course Selection Step 4: Waiting List Step 5: Upload Documents

3.1 Select Courses 3.2 Order Selection (0)

Academic Year: 2020 - 2021 Session: Fall-Winter

Faculty: All Faculties Department: All Departments

Course Name/Number: Title:

Search  Show valid posting only

---

Step 1: Information Step 2: Load Step 3: Course Selection Step 4: Waiting List Step 5: Upload Documents

Step 6: Confirm and Submit

3.1 Select Courses 3.2 Order Selection (0)

Academic Year: 2020 - 2021 Session: Fall-Winter

Faculty: All Faculties Department: Art History

Course Name/Number: Title:

Search  Show valid posting only



10.18 job flow once, twice or three times yearly, depending on Departments

# CUPFA PTHC REP TRAINING

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Step 1: Information Step 2: Load Step 3: Course Selection Step 4: Waiting List Step 5: Upload Documents

3.1 Select Courses 3.2 Order Selection (0)

Academic Year: 2020 - 2021 Session: Fall-Winter

Faculty: All Faculties Department: All Departments

Course Name/Number: Title:

Search  Show valid posting only

Step 1: Information Step 2: Load Step 3: Course Selection Step 4: Waiting List Step 5: Upload Documents

Step 6: Confirm and Submit

3.1 Select Courses 3.2 Order Selection (0)

Academic Year: 2020 - 2021 Session: Fall-Winter

Faculty: All Faculties Department: Art History

Course Name/Number: Title:

Search  Show valid posting only

Select	Posting	Title	Contract Dates	Days	Time	Posting Status
<input checked="" type="checkbox"/>	<a href="#">ARTH 262/1 CA</a>	ASPECTS OF THE HISTORY OF DRAWING	<a href="#">2018/06/25 - 2018/08/17</a>	-T-J--	15:00-17:30	PostedOrOpen
<input checked="" type="checkbox"/>	<a href="#">ARTH 298/1 EC</a>	TOPICS IN GENRE STUDIES: MONTREAL ARCHITECT/URBAN	<a href="#">2018/04/30 - 2018/06/22</a>	-----	00:00-00:00	PostedOrOpen
<input type="checkbox"/>	<a href="#">ARTH 383/1 AA</a>	ART AND PHILOSOPHY	<a href="#">2018/04/30 - 2018/06/22</a>	-T-J--	15:00-17:30	PostedOrOpen

Confirm Selections

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3.1 Select Courses 3.2 Order Selection (2)

Please rank your selected courses in order of preference (1 = first choice) and click confirm.

Order	Course Number	Title	Contract Dates	Days	Time
<input type="text" value="1"/>	ARTH 262/1 CA	ASPECTS OF THE HISTORY OF DRAWING	<a href="#">2020/06/25 - 2020/08/17</a>	-T-J--	15:00-17:30
<input type="text" value="2"/>	ARTH 298/1 EC	TOPICS IN GENRE STUDIES: MONTREAL ARCHITECT/URBAN	<a href="#">2020/06/25 - 2020/08/17</a>	-----	00:00-00:00

Confirm

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The image shows two screenshots of the FRIS application system. The top screenshot shows the '3.2 Order Selection (2)' step. A table lists two courses: ARTH 262/1 CA (ranked 1) and ARTH 298/1 EC (ranked 2). The 'Order' column, course numbers, and the 'Confirm' button are circled in red. The bottom screenshot shows the same table with red 'X' marks in the 'Order' column, indicating a change in selection or ranking. The 'Confirm' button is also circled in red.

Order	Course Number	Title	Contract Dates	Days	Time
1	ARTH 262/1 CA	ASPECTS OF THE HISTORY OF DRAWING	2020/06/25 - 2020/08/17	-T-J--	15:00-17:30
2	ARTH 298/1 EC	TOPICS IN GENRE STUDIES: MONTREAL ARCHITECT/URBAN	2020/06/25 - 2020/08/17	-----	00:00-00:00

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Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Document

Please select the department(s) for which you would like to be added to the waiting list (formerly, the 10.19 list) and click confirm.

Only the following candidates are eligible to be added to waiting lists:

- CUPFA members with seniority credits
- Members who taught or will be teaching in the academic year 2020 - 2021

Please note that eligible members will automatically be added to the waiting lists of those departments to which they have submitted an application

<input type="checkbox"/> Applied Human Sciences	<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry and Biochemistry
<input type="checkbox"/> Classics, Mod Lang&Linguistics	<input checked="" type="checkbox"/> Communication Studies	<input type="checkbox"/> Economics
<input type="checkbox"/> Education	<input type="checkbox"/> English	<input type="checkbox"/> Etudes Francaises
<input type="checkbox"/> Exercise Science	<input type="checkbox"/> Geography, Planning & Environmt	<input type="checkbox"/> History
<input type="checkbox"/> Interdisciplinary Studies	<input type="checkbox"/> Journalism	<input type="checkbox"/> Liberal Arts College
<input type="checkbox"/> Loyola International College	<input type="checkbox"/> Mathematics and Statistics	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Physics	<input type="checkbox"/> Political Science	<input type="checkbox"/> Psychology
<input type="checkbox"/> Religions and Cultures	<input type="checkbox"/> School of Community&Public Affairs	<input type="checkbox"/> School of Irish Studies
<input type="checkbox"/> Science College	<input type="checkbox"/> Simone deBeauvoir Inst&Wom Std	<input type="checkbox"/> Sociology and Anthropology
<input type="checkbox"/> Theological Studies		

You will see the following confirmation message.

Please select the department(s) for which you would like to be added to the waiting list (formerly, the 10.19 list) and click confirm.

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- Members who taught or will be teaching in the academic year 2020 - 2021

Your request to add your name to departments waiting list(s) has been saved.



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Members should be made aware that Department PTHCs need some basis on which to make 10.19 / Waiting List assignments. If an applicant checks a Waiting List box and there is nothing in the Online Dossier or from a recent application to that specific Department, s(he) is unlikely to be considered in 10.19.

You will see the following confirmation message.

Please select the department(s) for which you would like to be added to the waiting list (formerly, the 10.19 list) and click confirm.

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Instructor: Claybourne, Stephanie

The screenshot displays a web interface for the FRIS application system. At the top, there is a navigation bar with six steps: Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents, and Step 6: Confirm and Submit. Below this, there are two sub-sections: 5.1 My Documents and 5.2 Document Specifications. The 5.2 section is active and contains the following text and list:

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document;
- For instructions on merging PDF documents, [click here](#)

**You may upload three PDF files at a time**

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# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

*A training on the FRIS application system and Online Dossier was held in June of 2020, co-hosted by the Provost's office and CUPFA. It was recorded and the video is available on the CUPFA website: <https://cupfa.org/fris-training-2020/>*

- Please advise all members who inquire that we are now obliged to use FRIS for applications. Because online applications have been compulsory for some time, reps should know the system well enough to help members in their Departments or first-time applicants navigate it if asked.

Instructor: Claybourne, Stephanie

The screenshot shows a multi-step process: Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents, and Step 6: Confirm and Submit. Under Step 5, there are two sub-sections: 5.1 My Documents and 5.2 Document Specifications. The 5.2 section contains the following instructions:

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document;
- For instructions on merging PDF documents, [click here](#)

**You may upload three PDF files at a time**

A blue arrow points from the 'click here' link to the URL <https://www.freepdfconvert.com>, et al.

The screenshot shows the PDF Converter website interface. At the top, there is a navigation bar with 'PDF Converter' and 'Membership Sign Up' buttons. Below the navigation bar, there are links for 'PDF to Word', 'PDF to Excel', 'PDF to Powerpoint', 'PDF to Image', and 'JPG to PDF'. The main content area features a large blue button with a document icon and a PDF icon, with the text 'Select any file' below it.

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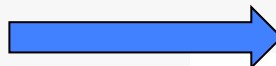
Instructor: Claybourne, Stephanie

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**You may upload three PDF files at a time**



<https://www.pdfmerge.com>

**PDF MERGE**

The interface includes a green 'CONTINUE' button and a list of '3 Easy Steps':

1. Click 'Continue'
2. Run and Install
3. Open New Tab

The ZIPRAR logo is also visible.

The screenshot shows a dark-themed interface with the text: 'Want to convert a web page into a PDF file? Do it for free at <https://www.htmlpdf.com>'. Below this are four 'Choose File' buttons, each with 'no file selected' text. A '+ More files' button is also present. At the bottom, there are 'Merge!' and 'Reset form' buttons. On the right side, the text reads: 'Merge PDF files online - it's easy and free\*'



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Instructor: Claybourne, Stephanie

The screenshot displays the FRIS application system interface during the 'Upload Documents' step. At the top, a navigation bar shows six steps: Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents (highlighted), and Step 6: Confirm and Submit. Below the navigation bar, there are two tabs: '5.1 My Documents' and '5.2 Document Specifications' (highlighted). The main content area contains the following text and instructions:

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

**Only PDF format is acceptable**  
**You may upload three PDF files at a time**

File to Upload:

File to Upload:

File to Upload:

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Instructor: Claybourne, Stephanie

The screenshot displays the 'Step 5: Upload Documents' section of the FRIS application system. At the top, a navigation bar includes steps from 1 to 6. Below this, two sub-sections are visible: '5.1 My Documents' and '5.2 Document Specifications', with the latter being the active tab. The main content area contains instructions: 'Please read the following in its entirety before proceeding:' followed by a bulleted list of requirements. Below the list, it states 'Only PDF format is acceptable' and 'You may upload three PDF files at a time'. There are three 'File to Upload' fields, each with a 'Select' button. The first field contains the filename 'Claybourne\_S.pdf'. At the bottom, there are 'Upload' and 'Clear' buttons. A red asterisk icon is positioned to the right of the first 'Select' button.

Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   Step 6: Confirm and Submit

5.1 My Documents   5.2 Document Specifications

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
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Only PDF format is acceptable  
You may upload three PDF files at a time

File to Upload:   \*

File to Upload:

File to Upload:

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Instructor: Claybourne, Stephanie

The screenshot shows a web interface for document upload. At the top, there are six steps: Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents (highlighted), and Step 6: Confirm and Submit. Below the steps, there are two tabs: 5.1 My Documents and 5.2 Document Specifications (highlighted). The main content area contains the following text:

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
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- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

**Only PDF format is acceptable**  
**You may upload three PDF files at a time**

File to Upload:   \*

File to Upload:

File to Upload:

\* Had the candidate applied to more than one Department, the uploaded files could have read:

**Claybourne\_S\_Marketing.pdf**

**Claybourne\_S\_Management.pdf**

**Claybourne\_S\_Finance.pdf**

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Instructor: Claybourne, Stephanie

Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   Step 6: Confirm and Submit

5.1 My Documents   **5.2 Document Specifications**

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
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- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

**Only PDF format is acceptable**  
**You may upload three PDF files at a time**

File to Upload:   \*

File to Upload:

File to Upload:

Documents Uploaded	Document Name	Destination Department(s)
PSYC 201314.pdf 2018-04-27 14:51:57	<a href="#">PSYC 201314</a>	
PSYC 201213.pdf 2018-04-27 10:39:58	<a href="#">PSYC 201213</a>	Applied Human Sciences

\* Had the candidate applied to more than one Department, the uploaded files could have read:

**Claybourne\_S\_Marketing.pdf**  
**Claybourne\_S\_Management.pdf**  
**Claybourne\_S\_Finance.pdf**

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The screenshot shows the FRIS application system interface. At the top, there are navigation tabs for Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents, and Step 6: Confirm and Submit. The current step is Step 5: Upload Documents. Under Step 5, there are two sub-sections: 5.1 My Documents and 5.2 Document Specifications, with 5.2 highlighted. Below the sub-sections, there is a heading "Please read the following in its entirety before proceeding:" followed by a list of instructions:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

Only PDF format is acceptable  
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File to Upload:   \*

File to Upload:

File to Upload:

\* Had the candidate applied to more than one Department, the uploaded files could have read:

- Claybourne\_S\_Marketing.pdf
- Claybourne\_S\_Management.pdf
- Claybourne\_S\_Finance.pdf

The screenshot also shows a table of uploaded documents:

Documents Uploaded	Document Name	Destination Department(s)
PSYC 201314.pdf 2018-04-27 14:51:57	PSYC 201314	
PSYC 201213.pdf 2018-04-27 10:39:58	PSYC 201213	Applied Human Sciences

Below the table, there is a section for "Information for PSYC 201314.pdf" with a form containing:

Document Name: PSYC 201314  
Open to Departments:

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Instructor: Claybourne, Stephanie

The screenshot shows the FRIS application system interface. At the top, there are navigation tabs for Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, Step 5: Upload Documents (active), and Step 6: Confirm and Submit. Under Step 5, there are two sub-tabs: 5.1 My Documents and 5.2 Document Specifications (circled in blue). Below the sub-tabs, there is a section titled "Please read the following in its entirety before proceeding:" followed by a bulleted list of instructions. Below the list, it states "Only PDF format is acceptable" and "You may upload three PDF files at a time". There are three "File to Upload:" fields, each with a "Select" button. A red asterisk is placed to the right of the first field. Below the fields are "Upload" and "Clear" buttons. To the right, there is a table titled "Documents Uploaded" with columns for "Documents Uploaded", "Document Name", and "Destination Department(s)". The table contains two rows of data. Below the table, there is a section titled "Information for PSYC 201314.pdf" with fields for "Document Name" and "Open to Departments:". Below this, there is a section titled "Highlight the chosen department(s) from the list and click on" with a list of departments on the left and a "Destination" field on the right.

Please read the following in its entirety before proceeding:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
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File to Upload:   \*

File to Upload:

File to Upload:

Documents Uploaded	Document Name	Destination Department(s)
PSYC 201314.pdf 2018-04-27 14:51:57	PSYC 201314	
PSYC 201213.pdf 2018-04-27 10:39:58	PSYC 201213	Applied Human Sciences

Information for PSYC 201314.pdf

Document Name: PSYC 201314

Open to Departments:

Highlight the chosen department(s) from the list and click on

Departments	Destination
Accountancy	Marketing
Applied Human Sciences	
Finance	
Mechanical, Industrial and Aerospace Engineering	
Theatre	

\* Had the candidate applied to more than one Department, the uploaded files could have read:

**Claybourne\_S\_Marketing.pdf**

**Claybourne\_S\_Management.pdf**

**Claybourne\_S\_Finance.pdf**

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- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

Below the list, it states: "Only PDF format is acceptable" and "You may upload three PDF files at a time". There are three "File to Upload:" fields, each with a "Select" button. The first field contains "Claybourne\_S.pdf". A red asterisk (\*) is placed to the right of the second field. At the bottom left, there are "Upload" and "Clear" buttons.

On the right side, a table titled "Documents Uploaded" is shown:

Documents Uploaded	Document Name	Destination Department(s)
PSYC 201314.pdf 2018-04-27 14:51:57	PSYC 201314	
PSYC 201213.pdf 2018-04-27 10:39:58	PSYC 201213	Applied Human Sciences

Below the table, there is a section for "Information for PSYC 201314.pdf" with fields for "Document Name:" (PSYC 201314) and "Open to Departments:". At the bottom, there is a "Save" button circled in red. A department selection interface is also visible, with "Departments" (Accountancy, Applied Human Sciences, Finance, Mechanical, Industrial and Aerospace Engineering, Theatre) and "Destination" (Marketing) lists.

\* Had the candidate applied to more than one  
Department, the uploaded files could have read:

**Claybourne\_S\_Marketing.pdf**

**Claybourne\_S\_Management.pdf**

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**5.2 Document Specifications**

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- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe\_Jane\_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:

**Only PDF format is acceptable**

**You may upload three PDF files at a time**

File to Upload:   \*

File to Upload:

File to Upload:

\* Had the candidate applied to more than one Department, the uploaded files could have read:

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Documents Uploaded	Document Name	Destination Department(s)
PSYC 201314.pdf 2018-04-27 14:51:57	PSYC 201314	
PSYC 201213.pdf 2018-04-27 10:39:58	PSYC 201213	Applied Human Sciences

Information for PSYC 201314.pdf

Document Name: PSYC 201314

Open to Departments:

Highlight the chosen department(s) from the list and click on

Departments	Destination
Accountancy	Marketing
Applied Human Sciences	
Finance	
Mechanical, Industrial and Aerospace Engineering	
Theatre	



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- Please advise all members who inquire that we are now obliged to use FRIS for applications.

Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   **Step 6: Confirm and Submit**

Email address:

Confirm email address:

Dear ,

You have applied to teach the following courses at Concordia University:

(1) FINA 200/4 OL   -----   00:00-00:00  
(2) FINA 200/2 AA   ----F--   17:45-20:15

AND requested to add your name to the waiting list (formerly, the 10.19 list) of the following departments:

Economics  
Mathematics and Statistics

AND the following documents were submitted:

Document Name	Dept. Lists
PSYC 201213.pdf	Applied Human Sciences
PSYC 201718.pdf	English

The Concordia University Part-Time Faculty Association (CUPFA) will receive a copy of your application.

**Confirm and Submit**

Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will **NOT** be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2020-May-15 23:59 EST. Please remember to upload all relevant documents.

**Thank you for your interest in teaching at Concordia University. Your application was successfully submitted. Please print this screen for your records.**

**Confirm and Submit**   **Unlock and Redo Application**

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**NOTE:**  
if members want to confirm that their Department has "received" their application, they should be made aware that nothing is sent to Departments from the system; other applications are simply contained in FRIS throughout the hiring period and accessed by Departmental admins or Chairs by going into the system (which most never do until after the application close as people often revise and submit multiple times)

Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   **Step 6: Confirm and Submit**

Email address:

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Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   **Step 6: Confirm and Submit**

Email address:

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## 2. Pre-meeting

- Please advise all members who inquire that we are now obliged to use FRIS for applications.
- No later than 48 hours (2 working days) before your meeting, you must be given VIRTUAL access to the applications. Given that the application close is May **23, 6.00 p.m.**, the earliest date PTHC meetings can be set is **FRIDAY, MAY 26.**

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all members who inquire that we are now obliged to use FRIS for applications.
- What you are likely to receive from your Department as a central document is the application report generated by FRIS, which includes the application receipts of members as well as new applicants, which appear in order of seniority in a single PDF, e.g. :

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all mem

### Online Applications

Name:  
Employee ID: 0059498  
Seniority Credits: 421  
Email: ken.briscoe@concordia.ca  
Address: 3565 Av Benny Montréal QC H4B 2S1  
Telephone: 514 484-9247

### Load Preference:

Summer (/1):	#Courses	2	#Credits	6
Fall (/2):	#Courses	2	#Credits	6
Fall-Winter (/3) :	#Courses	0	#Credits	0
Winter (/4):	#Courses	2	#Credits	6

KEN BRISCOE applied to teach the following course(s) at Concordia University in the 2020 April Postings Round :

(1)	COMS 414/1 60	-T-J---	18:00-20:45
(2)	COMS 570/1 01	-T-J---	09:00-11:45

KEN BRISCOE requested to add his name to the waiting lists of the following department(s):

Communication Studies

AND the following documents were submitted:

\*\*\*No document(s) uploaded \*\*\*

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all mem

### Online Applications

Name:  
Employee ID: 0102450  
Seniority Credits: 327.50  
Email: peter.feder@concordia.ca  
Address: 1152 Brown Ave Verdun QC H4B 2A8  
Telephone: 514 777-4390

### Load Preference:

Summer (/1):	#Courses	4	#Credits	12
Fall (/2):	#Courses	2	#Credits	6
Fall-Winter (/3):	#Courses	1	#Credits	6
Winter (/4):	#Courses	2	#Credits	6

PETER FEDER applied to teach the following course(s) at Concordia University in the 2020 April Postings Round :

(1)	ENGL 212/1 AA	M-W----	11:45-14:30
(2)	ENGL 210/1 AA	M-W----	11:45-14:30
(3)	ENGL 206/1 AA	M-W----	14:45-17:30
(4)	ENGL 212/1 CA	M-W----	11:45-14:30
(5)	ENGL 207/1 CA	M-W----	14:45-17:30
(6)	ENGL 210/1 CA	-T-J---	14:45-17:30
(7)	ENGL 213/1 CA	M-W----	17:45-20:15

PETER FEDER requested to add his name to the waiting lists of the following department(s):

Communication Studies  
English  
Journalism  
Student Success Centre

AND the following documents were submitted:

Document Name	Destination Department(s)
Feder Concordia 2020 Application Summer.pdf	English

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all mem

### Online Applications

Name:  
Employee ID: 0120140  
Seniority Credits: 263.23  
Email: alison.loader@concordia.ca  
Address: 3895 Rue De Verdun Verdun QC H4G 1K7  
Telephone: 514 766-0815

### Load Preference:

Summer (/1):	#Courses	1	#Credits	3
Fall (/2):	#Courses	2	#Credits	6
Fall-Winter (/3):	#Courses	3	#Credits	9
Winter (/4):	#Courses	0	#Credits	0

ALISON R. LOADER applied to teach the following course(s) at Concordia University  
in the 2020 April Postings Round :

(1)	COMS 570/1 01	-T-J---	09:00-11:45
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ALISON R. LOADER requested to add her name to the waiting lists of the following  
department(s):

Cinema  
Design and Computation Arts

AND the following documents were submitted:

Document Name	Destination Department(s)
Loader_COMS570_Summer2020.pdf	Communication Studies



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all mem

### Online Applications

Name:  
Employee ID 0128891  
Seniority Credits: 163  
Email: erik.chevrier@concordia.ca  
Address: 1525 Rue Provost Lachine QC H8S 1P2  
Telephone: 514 998-5889

### Load Preference:

Summer (/1):	#Courses	1	#Credits	3
Fall (/2):	#Courses	3	#Credits	9
Fall-Winter (/3) :	#Courses	0	#Credits	0
Winter (/4):	#Courses	3	#Credits	9

applied to teach the following course(s) at Concordia University in  
the 2020 April Postings Round :

(1)	ANTH 384/1 CA	M-W----	11:45-14:30
-----	---------------	---------	-------------

ERIK CHEVRIER requested to add his name to the waiting lists of the following  
department(s):

Applied Human Sciences  
Communication Studies  
Education  
Geography, Planning & Environmt  
Interdisciplinary Studies  
Liberal Arts College  
Political Science  
Psychology  
School of Community&Public Affairs  
Sociology and Anthropology

AND the following documents were submitted:

\*\*\*No document(s) uploaded \*\*\*

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise all members who inquire that we are now obliged to use FRIS for applications.
- No later than 48 hours before your meeting, you must be given VIRTUAL access to the applications. The earliest date PTHC meetings can be set is WEDNESDAY, MAY 18
- What you are likely to receive from your Department as a central document is the application report generated by FRIS, which includes the application receipts of members as well as new applicants, which appear in order of seniority in a single PDF, e.g. :
- To this should/will be added the PDF attachment each member sent to the Department to support their qualifications, and (for reference during the meeting) the existing FRIS Waiting List (more about this later).

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of multiple department applications:

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of multiple department applications:

> when do the other Departments meet?

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of multiple department applications:

> when do the other Departments meet?

> Chair is responsible for full information regarding other PTHC meetings affecting yours, but be proactive if possible and try to be aware of the overall situation affecting your Department's meeting (via the Association, if necessary):

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of multiple department applications:

> when do the other Departments meet?

> Chair is responsible for full information regarding other PTHC meetings affecting yours, but be proactive if possible and try to be aware of the overall situation affecting your Department's meeting (via the Association, if necessary); in exceptional situations (e.g. hiring meetings that are extended over more than one day), the multiple-Departmental logistics may change at different points and must be checked at every sitting of the PTHC

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of summer 2023-24 courses for this May hiring round

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- \* hiring round ramifications of summer 2023-24 courses for this May hiring round
- > all credits awarded for the Summer term (ongoing in Summer 1, or yet to be given in Summer 2) are counted [by FRIS] before any courses are awarded to the candidate in your meeting



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

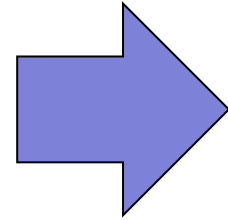
- \* hiring round ramifications of summer 2023-24 courses for this May hiring round
- > all credits awarded for the Summer term (ongoing in Summer 1, or yet to be given in Summer 2) are counted [by FRIS] before any courses are awarded to the candidate in your meeting
- > If Summer courses have been canceled before the time of the meeting, it is the Chair's responsibility to inform the reps (the info should be available live in FRIS); those credits then become available to the affected members in the appropriate Phase

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* demonstration of qualifications (degrees, experience, etc.)



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

### APPLICATION AND PROOF OF QUALIFICATIONS GUIDELINES

*For use as a reference by CUPFA PTHC reps,  
Chairs, FT PTHC reps, and others (e.g. admin personnel)*

## Marketing

JMSB 506 /1	THE BUSINESS OF MEDICINE	3 credits
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Section	Type	Days	Time	Capacity	Est.Hours	Sen.Credits	Salary *
AA	LEC	-T-J---	17:45-20:15	50	32.50	3.00	8,217.09

\* This projected salary is being provided on a trial basis for information purposes only. It is subject to verification prior to the issuance of a contract.

### Academic Unit Head

Adirondack, Armand

### Job Specific Requirements

Minimum MBA/MSc (Marketing Option) or similar qualifications.

Candidates must demonstrate significant and ongoing activity in the practice of marketing in the healthcare industry.

Graduate level teaching experience is required.

Note that midterm exams may be held outside of class hours, including on weekends.

### Additional Comments

If you have not taught the course that you are applying for at least three times successfully, please note that you must demonstrate that you belong to one of the classifications specified by AACSB as explained in the document "John Molson School of Business Faculty Qualifications-Standard-AACSB Definition of Criteria" found at the following link:

<http://www.concordia.ca/content/dam/jmsb/docs/jobs/aacsb-standard-15-faculty-qualifications.pdf>

### Application Deadline

2019/02/15

### Number of part-time faculty members required through PTHC process

1

### Percentage of this course available to part-time faculty members through PTHC process

100.00%

### Date of contract

2019/04/30 – 2019/06/22

This course is available to Part-Time Faculty Members. As specified in Article 10.01 a) of the CUPFA Collective Agreement: "Only applicants who are defined as Canadian per the definition below at the time of application for a part-time contract shall be given consideration by the PTHC. 'Canadian' means a person who is a citizen of Canada, or who on the date of application for a part-time contract at Concordia University is a permanent resident. Non-Canadians shall only be eligible to receive Reserve Courses as per Article 10.24, and therefore shall be classified as Adjuncts or Graduate Students."

All members and potential new hires must complete a Concordia University - Part-time Teaching Application Form" (Appendix H) in accordance with article 10.10 of the CUPFA collective agreement. This form is available at <https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/cupfa.html> or <https://fris.concordia.ca> and must be received in the department by May 15, 2017. A hard copy of the application must also be submitted to the Association.

Individuals who are members of a non-academic bargaining unit at the University must submit written proof of their availability to teach the course(s) for which they are applying. This proof shall be attached to all copies of their Part-time Teaching Application Form.

## Marketing

JMSB 506 /1

THE BUSINESS OF MEDICINE

3 credits

### **Job Specific Requirements**

Minimum MBA/MSc (Marketing Option) or similar qualifications.

Candidates must demonstrate significant and ongoing activity in the practice of marketing in the healthcare industry.

Graduate level teaching experience is required.

Note that midterm exams may be held outside of class hours, including on weekends.

Instructor: Claybourne, Stephanie

Step 1: Information

Step 2: Load

Step 3: Course Selection

Step 4: Waiting List

Step 5: Upload Documents

Step 6: Confirm and Submit

Academic Year: 2018/19

Seniority Credits: 123

Maximum Credits allowed per CUPFA CA: 18

Assigned Credits to date: 0

Please indicate the maximum number of courses and credits you wish to teach and click "Confirm"

Summer (/1):	#Courses	<input type="text" value="2"/>	#Credits	<input type="text" value="6"/>
Fall (/2):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
Fall-Winter (/3) :	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
Winter (/4):	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>

Confirm

Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2019 – Feb – 15 23:59 EST. Please remember to upload all relevant documents.

Back

Next

(This example online application was screen-snapped during the summer 2020-21 hiring period and otherwise adjusted to make some sense in the current context)

Instructor: Claybourne, Stephanie

Step 1: Information   Step 2: Load   Step 3: Course Selection   Step 4: Waiting List   Step 5: Upload Documents   Step 6: Confirm and Submit

3.1 Select Courses   3.2 Order Selection (5)

Please rank your selected courses in order of preference (1 = first choice) and click confirm.

	Order	Course Number	Title	Contract Dates	Days	Time
<input type="checkbox"/>	<input type="text" value="1"/>	<a href="#">JMSB 506/1 AA</a>	THE BUSINESS OF MEDICINE	<a href="#">2019/04/29 - 2019/06/21</a>	-T-J--	17:45-20:15
<input type="checkbox"/>	<input type="text" value="2"/>	<a href="#">MARK 302/1 CA</a>	MARKETING RESEARCH	<a href="#">2019/06/25 - 2019/08/16</a>	M-W----	18:00-22:00
<input type="checkbox"/>	<input type="text" value="3"/>	<a href="#">COMM 223/1 CA</a>	MARKETING MANAGEMENT I	<a href="#">2019/06/25 - 2019/08/16</a>	-T-J--	11:45-14:30
<input type="checkbox"/>	<input type="text" value="4"/>	<a href="#">GDBA 534/1 AA</a>	MARKETING MANAGEMENT	<a href="#">2019/04/29 - 2019/06/21</a>	M-W----	17:45-20:15
<input type="checkbox"/>	<input type="text" value="5"/>	<a href="#">MARK 201/1 AA</a>	INTRODUCTION TO MARKETING	<a href="#">2019/04/29 - 2019/06/21</a>	M-W----	11:45-14:30

Confirm

Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2019 – Feb – 15 23:59 EST. Please remember to upload all relevant documents.

Back   Next

(This example online application was screen-snapped during the summer 2020-21 hiring period and otherwise adjusted to make some sense in the current context)

Instructor: Claybourne, Stephanie

Step 1: Information

Step 2: Load

Step 3: Course Selection

Step 4: Waiting List

Step 5: Upload Documents

Step 6: Confirm and Submit

Instructor: Pinsonneault, Michael

5.1 My Documents

5.2 Document Specifications

You may upload up to 3 supporting documents at a time.  
For each document:

- Indicate a document type
- Specify which department(s) should have access thereto! Please note that ONLY the destination department(s) in this step will receive the relevant document(s)

**Only PDF format is acceptable.**

File to Upload:

File to Upload:

File to Upload:

(This example online application was screen-snapped during the summer 2020-21 hiring period and otherwise adjusted to make some sense in the current context)



Instructor: Claybourne, Stephanie

5.1 My Documents

5.2 Document Specifications

Information for [Claybourne\\_CV.pdf](#)


**Document Type:**

**Document Title:** Claybourne\_CV.pdf

**Open to Departments:**

- Set Document Type:**
- Cover Letter
  - Curriculum Vitae
  - Course Syllabus
  - Research/Creative Professional Work
  - Course Evaluation Results
  - Other

**Enter document title:**

Highlight the chosen department(s) from the list and click on  .

*Departments*

Marketing

*Destination*

Marketing



Save

(This example online application was screen-snapped during the summer 2020-21 hiring period and otherwise adjusted to make some sense in the current context)

Concordia University  
Department of Marketing  
Part-Time Hiring Committee

February 12, 2018

Dear committee members,

Please note that I have successfully taught the majority of the courses in my application this semester (including MARK 201, *Introduction to Marketing*, COMM 223, *Marketing Management I*, and GDBA 534, *Marketing Management*) three or more times each. All have all been highly successful in terms of student interest and retention, with 'well above average' and 'above average' ratings in the evaluations (which I have made available to the PTHC in my Academic and Professional Service Dossier) on every question relating to the instructor and the course.

Given that I have taught MARK 302, *Marketing Research*, two previous times (in 2013-14 and 2015-16), I have recently updated and expanded on previously-submitted application materials for this course in my Academic and Professional Service Dossier for the committee's consideration.

For JMSB 506, *The Business of Medicine*, a new offering in the Department, I wish to direct the committee's attention to the following items in my submitted C.V. as they relate to the posted Job Specific Requirements for the course:

— *Minimum MBA/MSc (Marketing Option) or similar qualifications.*

**I have a Masters of Business Administration degree from HEC Montréal, completed in 2001**

— *Candidates must demonstrate significant and ongoing activity in the practice of marketing in the healthcare industry.*

**My professional experience as Assistant Director, Marketing & Communications for the Research Institute of the SLUHC, and as Digital Marketing Specialist for Calloway Pharmaceuticals, is outlined on pages 2 and 3 of the C.V.**

— *Graduate level teaching experience is required.*

**As indicated on page 1 of the C.V., I have taught at the 500 and 600 level in the Department previously. The work history and teaching evaluations in my Academic and Professional Service Dossier attest to the extent and success of this experience.**

Also in the Academic and Professional Service Dossier is the AACSB classification information mentioned in the JMSB 506 and MARK 302 postings.

Thank you for considering my application,

Stephanie Claybourne

Concordia University  
Department of Marketing  
Part-Time Hiring Committee

February 12, 2018

Dear committee members,

Please note that I have successfully taught the majority of the courses in my application this semester (including MARK 201, *Introduction to Marketing*, COMM 223, *Marketing Management I*, and GDBA 534, *Marketing Management*) three or more times each. All have all been highly successful in terms of student interest and retention, with 'well above average' and 'above average' ratings in the evaluations (which I have made available to the PTHC in my Academic and Professional Service Dossier) on every question relating to the instructor and the course.

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**I have a Masters of Business Administration degree from HEC Montréal, completed in 2001**

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**My professional experience as Assistant Director, Marketing & Communications for the Research Institute of the SLUHC, and as Digital Marketing Specialist for Calloway Pharmaceuticals, is outlined on pages 2 and 3 of the C.V.**

— Graduate level teaching experience is required.

**As indicated on page 1 of the C.V., I have taught at the 500 and 600 level in the Department previously. The work history and teaching evaluations in my Academic and Professional Service Dossier attest to the extent and success of this experience.**

Also in the Academic and Professional Service Dossier is the AACSB classification information mentioned in the JMSB 506 and MARK 302 postings.

Thank you for considering my application,

Stephanie Claybourne

*(As a reminder to the PTHC, courses in the application that have been taught 3 times or more are still indicated)*

Concordia University  
Department of Marketing  
Part-Time Hiring Committee

February 12, 2018

Dear committee members,

*(As a reminder to the PTHC, courses in the application that have been taught 3 times or more are still indicated)*

Please note that I have successfully taught the majority of the courses in my application this semester (including MARK 201, *Introduction to Marketing*, COMM 223, *Marketing Management I*, and GDBA 534, *Marketing Management*) three or more times each. All have all been highly successful in terms of student interest and retention, with 'well above average' and 'above average' ratings in the evaluations (which I have made available to the PTHC in my Academic and Professional Service Dossier) on every question relating to the instructor and the course.

Given that I have taught MARK 302, *Marketing Research*, two previous times (in 2013-14 and 2015-16), I have recently updated and expanded on previously-submitted application materials for this course in my Academic and Professional Service Dossier for the committee's consideration.

*(For courses previously taught one or two times, nothing should be taken for granted...)*

For JMSB 506, *The Business of Medicine*, a new offering in the Department, I wish to direct the committee's attention to the following items in my submitted C.V. as they relate to the posted Job Specific Requirements for the course:

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**I have a Masters of Business Administration degree from HEC Montréal, completed in 2001**

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**My professional experience as Assistant Director, Marketing & Communications for the Research Institute of the SLUHC, and as Digital Marketing Specialist for Calloway Pharmaceuticals, is outlined on pages 2 and 3 of the C.V.**

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Also in the Academic and Professional Service Dossier is the AACSB classification information mentioned in the JMSB 506 and MARK 302 postings.

Thank you for considering my application,

Stephanie Claybourne

Concordia University  
Department of Marketing  
Part-Time Hiring Committee

February 12, 2018

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— *Minimum MBA/MSc (Marketing Option) or similar qualifications.*

**I have a Masters of Business Administration degree from HEC Montréal, completed in 2001**

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**My professional experience as Assistant Director, Marketing & Communications for the Research Institute of the SLUHC, and as Digital Marketing Specialist for Calloway Pharmaceuticals, is outlined on pages 2 and 3 of the C.V.**

— *Graduate level teaching experience is required.*

**As indicated on page 1 of the C.V., I have taught at the 500 and 600 level in the Department previously. The work history and teaching evaluations in my Academic and Professional Service Dossier attest to the extent and success of this experience.**

Also in the Academic and Professional Service Dossier is the AACSB classification information mentioned in the JMSB 506 and MARK 302 postings.

Thank you for considering my application,

Stephanie Claybourne

*(As a reminder to the PTHC, courses in the application that have been taught 3 times or more are still indicated)*

*(For courses previously taught one or two times, nothing should be taken for granted...)*

*(Directing the PTHC item-by-item to the CV and/or online dossier for every hard requirement in the posting is crucial)*

February 12, 2018

Dear committee members,

Please note that I have successfully taught the majority of the courses in my application this semester (including MARK 201, *Introduction to Marketing*, COMM 223, *Marketing Management I*, and GDBA 534, *Marketing Management*) three or more times each. All have all been highly successful in terms of student interest and retention, with 'well above average' and 'above average' ratings in the evaluations (which I have made available to the PTHC in my Academic and Professional Service Dossier) on every question relating to the instructor and the course.

Given that I have taught MARK 302, *Marketing Research*, two previous times (in 2013-14 and 2015-16), I have recently updated and expanded on previously-submitted application materials for this course in my Academic and Professional Service Dossier for the committee's consideration.

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— Candidates must demonstrate significant and ongoing activity in the practice of marketing in the healthcare industry.

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— Graduate level teaching experience is required.

**As indicated on page 1 of the C.V., I have taught at the 500 and 600 level in the Department previously. The work history and teaching evaluations in my Academic and Professional Service Dossier attest to the extent and success of this experience.**

Also in the Academic and Professional Service Dossier is the AACSB classification information mentioned in the JMSB 506 and MARK 302 postings.

Thank you for considering my application,

Stephanie Claybourne

*(As a reminder to the PTHC, courses in the application that have been taught 3 times or more are still indicated)*

*(For courses previously taught one or two times, nothing should be taken for granted...)*

*(Directing the PTHC item-by-item to the CV and/or online dossier for every hard requirement in the posting is crucial)*

*(Any additional requirements indicated outside of the Job Specific Requirements box should be addressed in the cover letter as well)*

**STEPHANIE CLAYBOURNE, BBA, MBA,  
48 Bostic Ave.  
Sainte-Maura, QC H8G 1O0  
514-200-0001 ext. 9989 (office)  
438-101-0101 (mobile)**

**EDUCATION**

***Graduate:***

**MASTER OF BUSINESS ADMINISTRATION, HEC Montréal, Montreal QC, 2001**

***Undergraduate:***

**BACHELOR OF BUSINESS ADMINISTRATION, YORK UNIVERSITY, Toronto ON, 1996**  
Specialization in Marketing

**TEACHING EXPERIENCE**

**CEGEP CHAMPLAIN SAINT-LAMBERT, Saint-Lambert QC (1998 – Present)**

Courses taught include:

- Introduction to Business
- Marketing
- International Business
- Business Careers
- Case competition coach, 2010 – Present

**CONCORDIA UNIVERSITY, Montreal QC (2001 – Present)**

Courses taught include:

- MARK 201 Introduction to Marketing
- COMM 223 Marketing Management I
- MARK 301 Marketing Management II
- GDBA 534 Marketing Management
- MARK 462 Environment of World Business
- MARK 673 Social Media Marketing

## **PROFESSIONAL EXPERIENCE**

### **ASSISTANT DIRECTOR – MARKETING & COMMUNICATIONS, RESEARCH INSTITUTE OF THE SLUHC (2009-2014) Saint-Lambert, QC**

Oversaw the successful implementation of a marketing strategy and communication plan for the RI-SLUHC, creating and implementing a multi-faceted communications program, and content for campaigns on varied communications channels, including website, email, and social media. Oversaw the implementation process provided quality control for communications programs, media activities and special events.

Other duties included:

- Responsibility for the content of the RI-SLUHC website
- Working with the research community to identify and develop stories about patients, programs and services, for internal and external distribution, that represented the community's diverse activities related to its vision and mission.
- Overseeing the creation, distribution, scheduling, and maintenance of digital content across channels and platforms, including social media (Facebook, Twitter and other platforms).
- Ensuring all content was on brand and consistent in terms of style, quality and tone.
- Promoting organizational identity
- Assisting in planning and executing key organization-wide communications initiatives.
- Developing strategies to increase community engagement.
- Developing and implementing digital communications plans for specific initiatives.
- Managing and reporting on Google Analytics and other performance metrics.
- Serving as editor for communications materials including news releases, news materials, online content, program announcements and the annual report.
- Overseeing development of news releases, news materials, fact sheets and talking points for publicity of the organization's programs.

### **DIGITAL MARKETING SPECIALIST, CALLOWAY PHARMACEUTICALS (2014 – Present) Sherbrooke, QC**

Responsible for developing and executing social media and digital marketing strategies that transform how the company interacts with customers to drive engagement, awareness, brand messaging and product conversion. Consult on strategies and planning processes for paid and organic search initiatives, optimization efforts to meet objectives and ongoing performance analysis throughout the duration of each campaign. Execute and manage social media and paid



digital marketing campaigns across various platforms and channels while providing expertise on strategies with internal teams to develop full integrated campaigns. Work closely with various social media platforms and search and digital advertising partners to ensure the organization's ongoing adoption of the latest technology and products. Create and execute complete SEO strategies including site architecture, keyword analysis, meta-tags, categorization, social media optimization and video marketing. Train Product Marketing teams on SEO best practices. Lead and harmonize social media messaging to enhance product and company brand messaging. Provide insights and best practices to the management team for digital marketing and social media programs.

Other duties include:

- Leading and developing strategy, planning and tactics in order to generate qualified leads via digital marketing to deliver continuous growth and improvement against key metrics.
- Working cross-functionally and collaboratively with the Directors of Sales and Marketing, Marketing teams, IT, Regulatory, Legal, Compliance, Market Access and Sales Effectiveness to brainstorm, assess, develop and execute digital strategies and marketing campaigns from concept to execution
- Assessment of what drives most online revenue (e.g. new customer acquisitions, existing customer renewals/upgrades, customer/patient activation, brand awareness, etc.)
- Following and analyzing trends in direct marketing and identifying opportunities
- Conducting research and analysis of competitor sites and offerings
- Researching and evaluating emerging techniques and technologies, and proposing approaches for adoption where appropriate
- Executing mobile app tactics as outlined in the Marketing plan with the objective of raising brand awareness
- Developing and maintaining digital marketing campaigns on Facebook Ads, Google Adwords, etc.)
- Developing integrated strategic communications and content plans to advance the corporate brand identity and raise awareness.
- Monitoring and reporting on appropriate metrics for all SEM programs, including PPC ads and PPC landing pages
- Consulting on analytics plans and the determination of key e-commerce, traffic, and advertising metrics needed to track progress of campaigns and strategies on a daily, weekly, and monthly basis
- Providing analysis of campaigns and translating data into recommendations and plans for improving digital marketing programs

**ADDITIONAL ACTIVITIES**

**EXECUTIVE MEMBER, CANADIAN WEGENER'S SOCIETY QUEBEC** (2009 – present).  
Have served in several roles including Executive Secretary, Vice-President Outreach, and President.

**CONSULTANT, ASSOCIATION OF MEDICAL VOLUNTEERS OF ONTARIO** (2012 – present).  
Regularly provide expertise on fundraising and related matters on a pro bono basis.

**PROFESSIONAL ASSOCIATIONS**

**MEMBER, CANADIAN ASSOCIATION OF MARKETING PROFESSIONALS.**

**MEMBER, MARKETING RESEARCH AND INTELLIGENCE ASSOCIATION.**

**PERSONAL DATA**

Fluent in spoken and written English, French and German.

Holder of Canadian and EU passports

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Check that members have complied with the requirements of the postings:

10.18 job flow once,  
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yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Check that members have complied with the requirements of the postings:

\* demonstration/ discussion of qualifications

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# CUPFA PTHC REP TRAINING

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~ this has become the area from which most grievances arise

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~ special attention is required to ensure that members have answered to all of the requirements in the posting, otherwise supporting their candidacy may be difficult

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~ in the event that they have, strong arguments should be made on their behalf if there is opposition from the other side



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~ an essential part of the pre-meeting prep involves anticipating qualifications discussions

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~ in the event that they have, strong arguments should be made on their behalf if there is opposition from the other side

~ an essential part of the pre-meeting prep involves anticipating qualifications discussions

~ readings lists or any other additional documents can be specifically demanded (but not course outlines)

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\* demonstration/ discussion of qualifications

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~ special attention is required to ensure that members have answered to all of the requirements in the posting, otherwise supporting their candidacy may be difficult

~ in the event that they have, strong arguments should be made on their behalf if there is opposition from the other side

~ an essential part of the pre-meeting prep involves anticipating qualifications discussions

~ readings lists or any other additional documents can be specifically demanded (but not course outlines); evaluations may be included by the member, but no one should take for granted that their positive course evaluations are available by default in a given Department (only in ones where the member has previously taught courses).

10.18 job flow once,  
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on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Anticipate scenarios, assess potential issues or controversies, and consult with us if you need any advice:

CUPFA office: 514-848-2424 ext. 3691 (voice mail only at this time)

Michael Pinsonneault: 514-883-7712

Patrice Blais: 514-561-0481

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twice or three times  
yearly, depending  
on Departments

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- Indicate in the “Active Reports” tab of the online PTHC reporting system form, when your hiring meetings are/were scheduled, and if possible do so as soon as you have a date & time confirmation as a way of letting the Association know about the scheduling of your meeting beforehand. (More on the reporting system later.)

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(There is currently a problem with the System’s password reset function. Stuart has a workaround for manually resetting passwords, anyone affected should simply let me know and I will relay your request to him.)

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

- Assuming all necessary information is available regarding multi-Departmental hiring,\* everything proceeds as described in the new Article 10.18 of the Collective Agreement, with references as required to Articles 10.15, 10.16, 10.17 and 10.18.



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# CUPFA PTHC REP TRAINING

## 3. Meeting

- Assuming all necessary information is available regarding multi-Departmental hiring,\* everything proceeds as described in the new Article 10.18 of the Collective Agreement, with references as required to Articles 10.15, 10.16, 10.17 and 10.18.

\* **IMPORTANT:** the FRIS system can be an inaccurate source of information regarding multi-Departmental hiring. Input of assigned courses can sometimes be delayed and not reflect the actual situation when your Phase allotments begin.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

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\* **IMPORTANT:** the FRIS system can be an inaccurate source of information regarding multi-Departmental hiring. Input of assigned courses can sometimes be delayed and not reflect the actual situation when your Phase allotments begin. It is essential to the hiring process that the **FINAL** results from all other relevant Departments be known and confirmed via email or in phone calls before the meeting and course assignments begin.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

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## 3. Meeting

- Assuming all necessary information is available regarding multi-Departmental hiring,\* everything proceeds as described in the new Article 10.18 of the Collective Agreement, with references as required to Articles 10.15, 10.16, 10.17 and 10.18.

\* **IMPORTANT:** the FRIS system can be an inaccurate source of information regarding multi-Departmental hiring. Input of assigned courses can sometimes be delayed and not reflect the actual situation when your Phase allotments begin. It is essential to the hiring process that the **FINAL** results from all other relevant Departments be known and confirmed via email or in phone calls before the meeting and course assignments begin.

The Phase I and Phase II seniority thresholds and credit allotments are clearly described in the CA. Make sure to review these details after the training session and be thoroughly familiar with them by the time of your hiring meeting.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

Applications are considered in order of seniority by Phase.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

Applications are considered in order of seniority by Phase. Qualifications are to be considered as passing a minimum threshold based on the posted “hard” job-specific requirements (e.g. required as opposed to “preferred”), and never as one member being 'more qualified' than another.

10.18 job flow once,  
twice or three times  
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# CUPFA PTHC REP TRAINING

## 3. Meeting

JMSB LOA, p 145 CA, pertaining to the new JMSB core courses:

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on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

JMSB LOA, p 145 CA, pertaining to the new JMSB core courses; there is a list of names associated with the LOA, not published in the CA.

Applications are considered in order of seniority by Phase. Qualifications are to be considered as passing a minimum threshold based on the posted “hard” job-specific requirements (e.g. required as opposed to “preferred”), and never as one member being 'more qualified' than another.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

JMSB LOA, p 145 CA, pertaining to the new JMSB core courses; there is a list of names associated with the LOA, not published in the CA. Our JMSB reps will be given this list before their hiring meetings to guide qualifications discussions and determination of automatic qualification for grandfathered members

Applications are considered in order of seniority by Phase. Qualifications are to be considered as passing a minimum threshold based on the posted “hard” job-specific requirements (e.g. required as opposed to “preferred”), and never as one member being 'more qualified' than another.



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on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

Note that should a grievance arise from a member being denied a course on qualifications grounds, there is now an agreement in place between CUPFA and the University that a point-by-point rationale must be included when the grievance is filed.

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# CUPFA PTHC REP TRAINING

## 3. Meeting

The first grievances of this kind have recently been filed, and the approach taken for the Stage 1 memo was to have the member send us a written defense of their qualifications in relation to the 'hard' requirements of the posting. Elements of the defense were then integrated into the memo.

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# CUPFA PTHC REP TRAINING

## 3. Meeting

We are already seeing the approach taken by the Employer in the Stage 1 responses to these grievances. Clearly the Chair is being asked by the Provost's Office to respond to CUPFA's rationale, and those written elements are being included in the Stage 1 response.

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10.18 job flow once,  
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# CUPFA PTHC REP TRAINING

## 3. Meeting

This means it is still a steep challenge to win qualifications-based grievances.\*

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\* While true of grievances that go to arbitration, The CUPFA grievance team includes skillful labor relations experts like Patrice and Robert who manage to win grievances through a wide array of strategies and tactics. Nonetheless...

10.18 job flow once, twice or three times yearly, depending on Departments

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# CUPFA PTHC REP TRAINING

## 3. Meeting

This means it is still a steep challenge to win qualifications-based grievances.\* More than ever, it is essential that PTHC reps vigorously defend members who have convincingly proven their qualifications and either succeed in convincing the other side or avoid unanimous denials.

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*IMPORTANT: provisions regarding conflict-of-interest during PTHC proceedings are part of the Collective Agreement.*



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on Departments

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*IMPORTANT: provisions regarding conflict-of-interest during PTHC proceedings are part of the Collective Agreement. Sitting PT reps are obliged to leave the room (virtual or physical) if discussions of their qualifications for a given course take place.*

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*There may be other situations in which a rep is asked to leave (e.g. someone above them in seniority has applied for the same courses), and the parity procedure remains the same in all cases.*

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# CUPFA PTHC REP TRAINING

## 3. Meeting

**IMPORTANT:** the CA normally requires that in any case of a member's qualifications being discussed, the academic and professional dossier for that member must be made available and consulted if necessary by the PTHC.

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## 3. Meeting

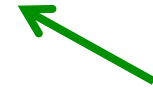
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## 3. Meeting

\* Online dossier demo



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Regarding course preferences: here is the standard advice we give members:

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There is nothing in the Collective Agreement that says they absolutely must be respected. In fact, the online application states that:

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10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

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This means, on the one hand, that hiring committees do not absolutely have to respect the course preference order in an application.

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This means, on the one hand, that hiring committees do not absolutely have to respect the course preference order in an application. But the unstated reality behind that instruction is that if a hiring committee were to juggle application preferences such that a member ended up short of courses they otherwise would have received

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This means, on the one hand, that hiring committees do not absolutely have to respect the course preference order in an application. But the unstated reality behind that instruction is that if a hiring committee were to juggle application preferences such that a member ended up short of courses they otherwise would have received (**including by Phase allocation – check this carefully**), it would result in a grievance. Standard practice is therefore to respect preferences whenever possible, and to only consider juggling if respecting them would deprive other members of work and there is a clear-cut, win-win scenario in which minor preferences adjustments are beneficial to all concerned. →



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E.g.: Member A has 85 credits and applies for 6 sections of the same course. Member B has 30 credits and has applied for two of those same sections, which are Member A's first choices. By giving Member A their 3rd and 4th choices in Phase 1, the 1st and 2nd choices are left open for Member B, and Member A receives their 5th and 6th choices in Phase 2 for a full load. Member A is not left short of their maximum teaching load, while Member B receives everything they applied for.

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**NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT**

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### NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

—Phase 2 is conducted differently than previously

10.18 job flow once,  
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### NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

- Phase 2 is conducted differently than previously
- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:

10.18 job flow once,  
twice or three times  
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on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

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### NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

- Phase 2 is conducted differently than previously
- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:
- Phase 1 (90 credits and over, 12-credit allotment)

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# CUPFA PTHC REP TRAINING

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### NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

- Phase 2 is conducted differently than previously
- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:
- Phase 1 (90 credits and over, 12-credit allotment) → Phase 1 (24-under 90 credits, 6-credit allotment)

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### NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

- Phase 2 is conducted differently than previously
- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:
- Phase 1 (90 credits and over, 12-credit allotment) → Phase 1 (24-under 90 credits, 6-credit allotment)
- Phase 2 (90 credits and over, 6-credit allotment)

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- Phase 2 is conducted differently than previously
- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:
- Phase 1 (90 credits and over, 12-credit allotment) → Phase 1 (24-under 90 credits, 6-credit allotment)
- Phase 2 (90 credits and over, 6-credit allotment) → **Phase 2 (under 90 credits, 6-credit allotment)\***



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- The sequence remains the same until the end of Phase 2 hiring for over-90 CUPFA members:
- Phase 1 (90 credits and over, 12-credit allotment) → Phase 1 (24-under 90 credits, 6-credit allotment)
  - \* Including CUPFA members not yet on the seniority List
- Phase 2 (90 credits and over, 6-credit allotment) → **Phase 2 (under 90 credits, 6-credit allotment)\***

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  - \* Including CUPFA members not yet on the seniority List
- Phase 2 (90 credits and over, 6-credit allotment) → **Phase 2 (under 90 credits, 6-credit allotment)**
- **Phase 2 (under 24 credits, additional 3-credit allotment)**

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## NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

### Article 10.18

← Full text: ↓

### **Phase II**

- vi) Part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned six (6) credits, if available.

10.18 job flow once,  
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## NEW 10.18 PROVISIONS IN THE 2021-23 COLLECTIVE AGREEMENT

### Article 10.18

← Full text: ↓

#### **Phase II**

- vi)** Part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned six (6) credits, if available.
- vii)** Should any courses still remain available, part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned three (3) credits, if available.

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- vii)** Should any courses still remain available, part-time faculty members who have acquired fewer than twenty-four (24) credits of seniority at Concordia University shall, in order of seniority, be assigned three (3) credits, if available.
- viii)** Should any courses still remain available, the PTHC may consider new hires, who can be assigned up to nine (9) credits, if available. Part-time faculty members appearing on the seniority list who have applied to teach in the Department/Unit shall be assigned their full course entitlement, if they are qualified, before new hires are offered any courses.

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- Reps then should pre-request an up-to-date version of the FRIS Waiting List at the end of the hiring round, with follow-up if necessary to guide 10.19 and 10.20 assignments between 10.18 hiring periods

10.18 job flow once,  
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on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.



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The list is not wiped clean and restarted after each meeting.

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The list is not wiped clean and restarted after each meeting. For example, if your Department posted summer-term courses, a Waiting List of part-time faculty members who do not yet have their full allotment is automatically drawn up by the FRIS system after that first meeting.

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The list is not wiped clean and restarted after each meeting. For example, if your Department posted summer-term courses, a Waiting List of part-time faculty members who do not yet have their full allotment is automatically drawn up by the FRIS system after that first meeting. The list then stays in place and is used for assigning newly-available courses until the May hiring meeting.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

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**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

The list is not wiped clean and restarted after each meeting. For example, if your Department posted summer-term courses, a Waiting List of part-time faculty members who do not yet have their full allotment is automatically drawn up by the FRIS system after that first meeting. The list then stays in place and is used for assigning newly-available courses until the May hiring meeting. In May/June, posted courses are assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 during that meeting, and the existing Waiting List is then revised and added to as required at the end of the May/June hiring period.

10.18 job flow once,  
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The list is not wiped clean and restarted after each meeting. For example, if your Department posted summer-term courses, a Waiting List of part-time faculty members who do not yet have their full allotment is automatically drawn up by the FRIS system after that first meeting. The list then stays in place and is used for assigning newly-available courses until the May hiring meeting. In May/June, posted courses are assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 during that meeting, and the existing Waiting List is then revised and added to as required at the end of the May/June hiring period. A member who applied during Summer does not need to re-apply in May/June to retain her/his/their place on the list (but must apply if (s)he/they want to teach any of the posted Fall, Winter or Fall/Winter courses).

10.18 job flow once,  
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yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

The May/June revised list is then used for assigning newly-available courses until the October hiring meeting.

10.18 job flow once,  
twice or three times  
yearly, depending  
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# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

The May/June revised list is then used for assigning newly-available courses until the October hiring meeting. Posted courses are then assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 in the third meeting, and the existing Waiting List is revised and added to as required at the end of the October hiring meeting.

10.18 job flow once,  
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# CUPFA PTHC REP TRAINING

## 4. Post-meeting

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The May/June revised list is then used for assigning newly-available courses until the October hiring meeting. Posted courses are then assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 in the third meeting, and the existing Waiting List is revised and added to as required at the end of the October hiring meeting. A member who applied during Summer or in May is not required to re-apply in October to retain her/his/their place on the list (but again must apply if (s)he/they want to teach any of the Winter courses posted in October).



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## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

The May/June revised list is then used for assigning newly-available courses until the October hiring meeting. Posted courses are then assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 in the third meeting, and the existing Waiting List is revised and added to as required at the end of the October hiring meeting. A member who applied during Summer or in May is not required to re-apply in October to retain her/his/their place on the list (but again must apply if (s)he/they want to teach any of the Winter courses posted in October). The revised list is then used for assigning newly-available courses for the remainder of the academic year.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

The May/June revised list is then used for assigning newly-available courses until the October hiring meeting. Posted courses are then assigned to applicants according to 10.15, 10.16, 10.17 and 10.18 in the third meeting, and the existing Waiting List is revised and added to as required at the end of the October hiring meeting. A member who applied during Summer or in May is not required to re-apply in October to retain her/his/their place on the list (but again must apply if (s)he/they want to teach any of the Winter courses posted in October). The revised list is then used for assigning newly-available courses for the remainder of the academic year.

If no October hiring takes place, the revised Waiting List from May/June continues to be used for assigning newly-available courses within the academic year until the end of the academic year.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

Therefore, only one application per year is necessary in a given Department to ensure a member's place on the 10.19 list until her/his phase allotments are full.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

Therefore, only one application per year is necessary in a given Department to ensure a member's place on the 10.19 list until her/his phase allotments are full.

New applicants who were not allocated courses are not put on the 10.19/Waiting List.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

Therefore, only one application per year is necessary in a given Department to ensure a member's place on the 10.19 list until her/his phase allotments are full.

New applicants who were not allocated courses are not put on the 10.19/Waiting List. Only part-time faculty members appear on the list according to their missing Phase I and/or Phase II allotments.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

Therefore, only one application per year is necessary in a given Department to ensure a member's place on the 10.19 list until her/his phase allotments are full.

New applicants who were not allocated courses are not put on the 10.19/Waiting List. Only part-time faculty members appear on the list according to their missing Phase I and/or Phase II allotments. New hires who were allocated a course are CUPFA members-to-be, and therefore are included on the 10.19 list

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

**IMPORTANT:** The 10.19 list (now known simply as the Waiting List in the online application) is created at the first hiring meeting of the academic year, and is updated from then on throughout the academic year for the purpose of inter-meeting hiring.

Therefore, only one application per year is necessary in a given Department to ensure a member's place on the 10.19 list until her/his phase allotments are full.

New applicants who were not allocated courses are not put on the 10.19/Waiting List. Only part-time faculty members appear on the list according to their missing Phase I and/or Phase II allotments. New hires who were allocated a course are CUPFA members-to-be, and therefore are included on the 10.19 list

All members missing Phase I credits are the first to be considered in Waiting List allocations in order of seniority. Those missing Phase II allotments are considered next.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA



10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA

- Step 1: [after the hiring period ends and the recommendation deadline has passed,] Department emails all members on the Waiting List and the Department Extract, cc'd to PTHC, with requirements and delays for response specified.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA

- Step 1: [after the hiring period ends and the recommendation deadline has passed,] Department emails all members on the Waiting List and the Department Extract, cc'd to PTHC, with requirements and delays for response specified.
- Step 2: Chair makes a preliminary assessment and shares recommendation and documentation with all members of the PTHC. Delay for response noted, no reply is to be taken as agreement.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA

- Step 1: [after the hiring period ends and the recommendation deadline has passed,] Department emails all members on the Waiting List and the Department Extract, cc'd to PTHC, with requirements and delays for response specified.
- Step 2: Chair makes a preliminary assessment and shares recommendation and documentation with all members of the PTHC. Delay for response noted, no reply is to be taken as agreement.
- Step 3. if PTHC agrees with the recommendation, the recommendation is entered in FRIS.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA

- Step 1: [after the hiring period ends and the recommendation deadline has passed,] Department emails all members on the Waiting List and the Department Extract, cc'd to PTHC, with requirements and delays for response specified.
- Step 2: Chair makes a preliminary assessment and shares recommendation and documentation with all members of the PTHC. Delay for response noted, no reply is to be taken as agreement.
- Step 3. if PTHC agrees with the recommendation, the recommendation is entered in FRIS.
- If the above does not result in a candidate from WL or Extract, move on to 10.20 2 through 10.21 of the 2021-23 CA.

10.18 job flow once,  
twice or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 4. Post-meeting Procedural points for Waiting List execution, in LOA now incorporated in CA

- Step 1: [after the hiring period ends and the recommendation deadline has passed,] Department emails all members on the Waiting List and the Department Extract, cc'd to PTHC, with requirements and delays for response specified.
- Step 2: Chair makes a preliminary assessment and shares recommendation and documentation with all members of the PTHC. Delay for response noted, no reply is to be taken as agreement.
- Step 3. if PTHC agrees with the recommendation, the recommendation is entered in FRIS.
- If the above does not result in a candidate from WL or Extract, move on to 10.20 2 through 10.21 of the 2021-23 CA.

*Note that all LOAs with an impact on the Collective Agreement are posted on the CUPFA website, including this one*

# CUPFA PTHC REP TRAINING

## Negotiating the FRIS Waiting List

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member F	144.00	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member G	84.00	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member H	81.24	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member I	71.75	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member J	61.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member K	30.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member L	28.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member M	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
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2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
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2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

*Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.*

*FRIS indicates  
available credits  
in three columns  
— in reverse*



## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
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2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
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2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

*Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:*

*12/12/12*

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## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
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2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:  
— in three columns;



## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
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2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:  
— in three columns;  
— in reverse

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
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2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:  
— in three columns;  
— in reverse

In this example, Member A has  
been assigned 12/12 possible  
credits in Phase 1, but has been  
assigned 0/6 possible credits in  
Phase 2 and therefore has room  
for additional courses only in  
Phase 2, column 1

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
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2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:  
— in three columns;  
— in reverse

In this example, Member A has  
been assigned 12/12 possible  
credits in Phase 1, but has been  
assigned 0/6 possible credits in  
Phase 2 and therefore has room  
for additional courses only in  
Phase 2, column 1

Member B has been assigned  
12/12 possible credits in  
Phase 1, AND has been assigned  
6/6 possible credits in Phase 2,  
column 1 and therefore has no  
room for additional courses

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member F	144.00	0/12	0/6	-/-
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2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.

FRIS indicates  
available credits:  
— in three columns;  
— in reverse

In this example, Member A has  
been assigned 12/12 possible  
credits in Phase 1, but has been  
assigned 0/6 possible credits in  
Phase 2 and therefore has room  
for additional courses only in  
Phase 2, column 1

Member B has been assigned  
12/12 possible credits in  
Phase 1, AND has been assigned  
6/6 possible credits in Phase 2,  
column 1 and therefore has no  
room for additional courses

Member C has been assigned 0/12 possible credits in Phase 1, AND  
has been assigned 0/6 possible credits in Phase 2, column 1 and  
therefore has room for all 18 credits additional courses; and so on

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member F	144.00	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member G	84.00	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member H	81.24	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member I	71.75	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member J	61.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member K	30.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member L	28.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member M	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.  
FRIS indicates available credits:  
— in three columns;  
— in reverse

In this example, Member A has been assigned 12/12 possible credits in Phase 1, but has been assigned 0/6 possible credits in Phase 2 and therefore has room for additional courses only in Phase 2, column 1

Member B has been assigned 12/12 possible credits in Phase 1, AND has been assigned 6/6 possible credits in Phase 2, column 1 and therefore has no room for additional courses

Member C has been assigned 0/12 possible credits in Phase 1, AND has been assigned 0/6 possible credits in Phase 2, column 1 and therefore has room for all 18 credits additional courses; and so on

The proper order for consideration in 10.19 / Waiting List assignments is therefore:

# Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member F	144.00	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member G	84.00	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member H	81.24	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member I	71.75	6/6	0/6	-/-
2020	Faculty AA	Department BB	Member J	61.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member K	30.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member L	28.00	0/6	0/6	-/-
2020	Faculty AA	Department BB	Member M	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6	0/3
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6	0/3

Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.

FRIS indicates available credits: — in three columns; — in reverse

In this example, Member A has been assigned 12/12 possible credits in Phase 1, but has been assigned 0/6 possible credits in Phase 2 and therefore has room for additional courses only in Phase 2, column 1

Member B has been assigned 12/12 possible credits in Phase 1, AND has been assigned 6/6 possible credits in Phase 2, column 1 and therefore has no room for additional courses

Member C has been assigned 0/12 possible credits in Phase 1, AND has been assigned 0/6 possible credits in Phase 2, column 1 and therefore has room for all 18 credits additional courses; and so on

The proper order for consideration in 10.19 / Waiting List assignments is therefore:

1. Member C (12 credits)	9. Member A (6 credits)
2. Member D (9 credits)	10. Member C (6 credits)
3. Member E (9 credits)	11.-25. Members D-R (6 credits)
4. Member F (12 credits)	26. Members M-R (3 credits) if applicable
5. Member H (6 credits)	
6. Member J (6 credits)	
7. Member K (6 credits)	27. New applicants if applicable (up to 9 credits)
8. Member L (6 credits)	



# Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member D	169.75	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member E	163.00	3/12	0/6	-/-
2020	Faculty AA	Department BB	Member F	144.00	0/12	0/6	-/-
2020	Faculty AA	Department BB	Member G	84.00	6/6	0/6	-/-
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2020	Faculty AA	Department BB	Member L	28.00	0/6	0/6	-/-
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Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.

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Member C has been assigned 0/12 possible credits in Phase 1, AND has been assigned 0/6 possible credits in Phase 2, column 1 and therefore has room for all 18 credits additional courses; and so on

The proper order for consideration in 10.19 / Waiting List assignments is therefore:

As stated in the new LOA, in any 10.19 consultation with the Chair or Departmental administrator, please be sure to reply in a timely fashion (usually within 48 hours), otherwise your assent may be inferred.

1. Member C (12 credits)	9. Member A (6 credits)
2. Member D (9 credits)	10. Member C (6 credits)
3. Member E (9 credits)	11.-25. Members D-R (6 credits)
4. Member F (12 credits)	26. Members M-R (3 credits) if applicable
5. Member H (6 credits)	
6. Member J (6 credits)	
7. Member K (6 credits)	27. New applicants if applicable (up to 9 credits)
8. Member L (6 credits)	

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2	PHASE2
2020 (-21)	Faculty AA	Department BB	Member A	421.00	12/12	0/6	-/-
2020	Faculty AA	Department BB	Member B	327.50	12/12	6/6	-/-
2020	Faculty AA	Department BB	Member C	263.23	0/12	0/6	-/-
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Member C has been assigned 0/12 possible credits in Phase 1, AND has been assigned 0/6 possible credits in Phase 2, column 1 and therefore has room for all 18 credits additional courses; and so on

The proper order for consideration in 10.19 / Waiting List assignments is therefore:

As stated in the new LOA, in any 10.19 consultation with the Chair or Departmental administrator, please be sure to reply in a timely fashion (usually within 48 hours), otherwise your assent may be inferred. If you become aware of a 10.19 assignment that was made without consultation with the PTHC, please contact CUPFA immediately as this could result in a grievance.

1. Member C (12 credits)	9. Member A (6 credits)
2. Member D (9 credits)	10. Member C (6 credits)
3. Member E (9 credits)	11.-25. Members D-R (6 credits)
4. Member F (12 credits)	26. Members M-R (3 credits) if applicable
5. Member H (6 credits)	
6. Member J (6 credits)	
7. Member K (6 credits)	27. New applicants if applicable (up to 9 credits)
8. Member L (6 credits)	

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.


# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2).

*\* and new hires with  
'virtual' seniority*



# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

*\* and new hires with  
'virtual' seniority*

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members.

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

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# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

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# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

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IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:*



# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

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IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:*

*- Seek a qualified external candidate; or*

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

\* and new hires with  
'virtual' seniority

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:*

- Seek a qualified external candidate; or*
- Seek to assign an overload to a qualified member; or*

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

\* and new hires with  
'virtual' seniority

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:*

- Seek a qualified external candidate; or*
- Seek to assign an overload to a qualified member; or*
- Seek an agreement with the Association for a course exchange in accordance with article 10.08.”*

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

\* and new hires with  
'virtual' seniority

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written consultation with the PTHC, shall, with due diligence, proceed with the following options, in any order:*

- *Seek a qualified external candidate; or*
- *Seek to assign an overload to a qualified member; or*
- *Seek an agreement with the Association for a course exchange in accordance with article 10.08.”*

\* *Under-24 members who received the new full load of 9 credits are in principle eligible for an overload if all other options have been exhausted*

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Articles 10.20 and 10.21 may come into play over the weeks / months after the hiring meeting; familiarize yourself with these in case the Chair consults with you regarding the correct procedures.

*\* and new hires with  
'virtual' seniority*

IMPORTANT: in the case that Article 10.20 is needed to staff a course, only members (i.e. people with seniority) are eligible for consideration in 10.20 (1) and (2). If the Department Chair/Unit head informs the Association of an unsuccessful search for a qualified candidate after Article 10.20 (1) and (2) have been exhausted, CUPFA will identify, in 10.20 (3) the most likely Departments in which other suitable part-time faculty may be found, and send an e-mail notice about the job opportunity to those members. Sometimes applications from candidates without seniority are also included in case the course cannot be staffed with CUPFA members. If 10.20 (3) fails to produce a candidate, the Department proceeds to the next parts of Article 10.20:

*“Should the above process fail to identify a suitable candidate the Department Chair/Unit Head, in written*

*consultation with the PTHC, shall, with the approval of the PTHC, proceed with the following options, in any order:*  
*- Seek a qualified external candidate; or*  
*- Seek an agreement with the Association for a course exchange in accordance with article 10.08.”*

(Note that it is now specified in the Collective Agreement that there is ongoing consultation with the PTHC through all of the 10.20 steps.)

\* *Under-24 members who received the new full load of 9 credits are in principle eligible for an overload if all other options have been exhausted*

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Article 10.21 is now out of the PTHC's hands, but applies only to courses not initially posted in the 10.18 round:



# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Article 10.21 is now out of the PTHC's hands, but applies only to courses not initially posted in the 10.18 round:

“Should the above outlined process fail to identify a suitable candidate, in the case of a course that was not posted in accordance with Article 10.08, the University shall, at its sole discretion, after written notification to CUPFA:

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Article 10.21 is now out of the PTHC's hands, but applies only to courses not initially posted in the 10.18 round:

“Should the above outlined process fail to identify a suitable candidate, in the case of a course that was not posted in accordance with Article 10.08, the University shall, at its sole discretion, after written notification to CUPFA:

– Cancel the course;



# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Article 10.21 is now out of the PTHC's hands, but applies only to courses not initially posted in the 10.18 round:

“Should the above outlined process fail to identify a suitable candidate, in the case of a course that was not posted in accordance with Article 10.08, the University shall, at its sole discretion, after written notification to CUPFA:

- Cancel the course; or
- Convert the course to a Reserve Course;

# CUPFA PTHC REP TRAINING

## 4. Post-meeting

- Article 10.21 is now out of the PTHC's hands, but applies only to courses not initially posted in the 10.18 round:

“Should the above outlined process fail to identify a suitable candidate, in the case of a course that was not posted in accordance with Article 10.08, the University shall, at its sole discretion, after written notification to CUPFA:

- Cancel the course; or
- Convert the course to a Reserve Course; or
- Assign the course to a full-time faculty member.

# CUPFA PTHC REP TRAINING

5. Other points

# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

The short delay is necessary given the 5-day total time limit stipulated in Article 10.22 before approval of the overload is inferred.

# CUPFA PTHC REP TRAINING

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Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

The short delay is necessary given the 5-day total time limit stipulated in Article 10.22 before approval of the overload is inferred.

**NOTE:** per a recently-signed LOA with the University, there are no longer averaging overloads.

# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

The short delay is necessary given the 5-day total time limit stipulated in Article 10.22 before approval of the overload is inferred.

**NOTE:** per a recently-signed LOA with the University, there are no longer averaging overloads. It is also possible for members to receive double overloads, up to 6 credits.



# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

The short delay is necessary given the 5-day total time limit stipulated in Article 10.22 before approval of the overload is inferred.

**NOTE:** per a recently-signed LOA with the University, there are no longer averaging overloads. It is also possible for members to receive double overloads, up to 6 credits.

All overloads must be approved by the Association.

# CUPFA PTHC REP TRAINING

## 5. Other points

- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an overload in a Department, we occasionally forward the request to the hiring reps from that Department for further verification.

Within 48 hours, we need confirmation from the reps that the situation is indeed as described in the request.

The short delay is necessary given the 5-day total time limit stipulated in Article 10.22 before approval of the overload is inferred.

**NOTE:** per a recently-signed LOA with the University, there are no longer averaging overloads. It is also possible for members to receive double overloads, up to 6 credits.

All overloads must be approved by the Association.

Any overload exceeding two courses or 6 credits is not permitted under the CA, and requires a separate LOA between the Association and the Employer

# CUPFA PTHC REP TRAINING

## 5. Other points

- All hiring reps should have a contact list, including current e-mails and phone numbers, for all of the members on their Departmental extract.

# CUPFA PTHC REP TRAINING

## 5. Other points

- All hiring reps should have a contact list, including current e-mails and phone numbers, for all of the members on their Departmental extract. An e-mail should be sent to these members, explaining the reps' role and inviting them to stay in touch with any questions they may have regarding the hiring process (particularly important now with the new CA provisions around hiring).

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## PTHC REPORTING SYSTEM REVIEW / INTRO