

APPENDIX H
Concordia University – Part-time teaching application form

NO OTHER FORM MAY BE USED TO APPLY FOR PART-TIME CONTRACTS.
THIS FORM CANNOT BE USED BY ADJUNCTS OR GRADUATE STUDENTS ASSIGNED RESERVE COURSES.
FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY INVALIDATE THIS APPLICATION.

- Complete this form in full and submit a copy by hand, internal mail, or post to the respective Department Chair(s)/Unit Head(s) by the relevant application deadline.
- At the same time, submit a copy by hand, internal mail, or post to CUPFA (S-K-340).
- If you want to be considered for courses in more than one department, **submit an identical copy of this form to each department. Failure to submit an identical copy will result in your application being disqualified.**
- If extra space is needed, attach and additional page.

PLEASE PRINT CLEARLY.

ACADEMIC YEAR: 20____-20____ (Note that the academic year begins with the summer term.)

LAST NAME: _____ FIRST NAME: _____

MAILING ADDRESS: _____
Street Apt City Province Postal code

PHONE: Home _____ Office _____ Cell _____

E-MAIL: _____

STATUS: Canadian Citizen
 Permanent Resident
 Ministerial permit (see Article 10.01 a) 2)

1. Presently applying to which department(s)? (List all):

2. Presently applying for which terms:

Summer (/1) (application deadline: February 15)
 Fall (/2) (application deadline: May 15)
 Fall/Winter (/3) (application deadline: May 15)
 Winter (/4) (application deadlines: May 15/October 15)

3. Seniority credits as of latest Seniority List (see Article 8.01): _____

4. Number of credits you are entitled to teach in the academic year for which you are applying (see Article 9): _____

NOTE: If you indicate a **maximum** number of courses or credits in sections 5, 7 or 8 of this form, and you receive this maximum number of courses or credits, you will NOT be considered for any other courses and will NOT be added to the Waiting List as per article 10.19 for courses that become available between postings. You may still be contacted in accordance with Article 10.20.

5. For the academic year in which you are applying (all terms; all Departments), considering Article 9:

- a. Maximum number of credits you would like to teach, if less than number of credits you are entitled to teach: _____
- b. Maximum number of credits you would like to receive from posted courses, if applicable (see Question 9): _____

6. List all courses you have taught, courses you are currently teaching, or courses for which you have signed a part-time contract or for which you have been recommended to the Dean to teach in the current academic year (Academic Year starts with the Summer term).

This is to ensure that you will not exceed limits set in Article 9 for the academic year for which you are applying. DO NOT INCLUDE courses taught in other academic years or requested in Question 9 below.

DEPARTMENT (e.g. Psychology)	COURSE NUMBER/TERM/SECTION (e.g. PSYC 205/2/A)	CREDITS (e.g. 3)

7. Specify the maximum number of courses and credits you would like to teach per term, if applicable.
e.g.: #courses 1 and #credits 3; or #courses 1-2 and #credits 3-6

- Summer #courses: _____ #credits: _____
- Fall #courses: _____ #credits: _____
- Fall/Winter #courses: _____ #credits: _____
- Winter #courses: _____ #credits: _____

If applying for Fall/Winter (/3) as well as Fall (/2) and/or Winter (/4), please write specific preferences:

8. If applying to more than one department, specify the maximum number of courses and credits you would like to teach in each department, if applicable.
e.g.: #courses 1 and #credits 3; # courses 1-2 and # credits 3-6, etc.

- Department: _____ #courses: _____ #credits: _____
- Department: _____ #courses: _____ #credits: _____
- Department: _____ #courses: _____ #credits: _____

9. Indicate the complete course number(s), term(s), section number(s), course title(s) for the course(s) you wish to teach. You will be considered only for courses/sections you list below. List only posted courses. Though you may receive courses from any listed below, please list courses in order of preference. For those applying to more than one department, list courses in order of preference, regardless of department. **Failure to submit an identical list will result in your application being disqualified.** If courses share the same time slot or are close in time

You are responsible for keeping a copy of this application. Part-time faculty members are also cautioned to ensure they sign their part-time contract(s) in the offices of the respective Dean(s) within the deadlines and conditions specified in this Collective Agreement. Failure to do so will mean the course(s) may be reassigned to someone else.

Signature: _____

Date: _____