

# CUPFA PTHC REP TRAINING

Job flow once, twice  
or three times  
yearly, depending  
on Departments

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## 1. Postings

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# CUPFA PTHC REP TRAINING

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- Deadline Thursday, June 4<sup>th</sup> online only for this exceptional hiring round.



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- In the case that the summer 2021-22 postings come out in the usual fashion, verify that paper copies are put up by 5 p.m. on Feb. 18<sup>th</sup> in your Department (given that this is still a requirement in the new CA, Article 10.08 a), as this is typically the earliest opportunity for members to see the courses on offer for a given hiring period.

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- Reps should work in tandem with their Department and CUPFA if there are any errors in the FRIS postings, as recent experience has showed this can be very messy to undo.
- **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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## 1. Postings

- Reps are always asked to be vigilant regarding postings.

*This year, expect to see the following standardized text in all postings, University-wide:*

*Notice the wording in the Additional Information box: by submitting an application, it will be assumed that members have agreed to the conditions*

### **Job Specific Requirements**

*Applicants who have not taught this course three times or more are required to demonstrate to the Part-Time Hiring Committee how their training and experience meet the qualifications as stated below*

### **Additional Information**

Given the possibility courses will not be offered in classrooms, in order to deliver the course content in an electronic format applicants are considered to agree to meet the following conditions:

- *Access to internet and hardware equipment (computer, webcam, microphone and headset)*
- Ability to launch your 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)
- *If you do a synchronous lecture, it has to be recorded*
- Upload recorded lectures to YuJa and make them available (securely) in Moodle – training will be made available before and during the summer terms
- *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*
- Ability to maintain regular live contact with students, including virtual office hours (via Zoom, Adobe Connect, or similar platform)
- *Clearly communicate to students your preferred mode to receive questions and messages*

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### Studio Arts

ASEM 620 /4	ART: IDEAS AND PRACTICES: MAKING WRITING	3 credits
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#### Job Specific Requirements

Applicants must have a PhD (or equivalent professional experience in a visual arts research-based field/practice) and experience teaching at a graduate level in the visual arts. In addition, they should have distinguished themselves in their field by having a significant and active professional record (i.e. teaching, publications, curatorial activity and/or critical writing). Previous teaching experience is desirable and a working knowledge of French is considered an asset.

If you have not successfully taught this course three (3) times or more, your application must include the following:

- An up-to-date curriculum vitae
  - A statement that addresses how your professional practice qualifies you to teach this course
  - A statement that addresses your teaching approach/strategy for this course
  - Documentation of your professional scholarly practice
-

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### Finance

FINA 200 /2	PERSONAL FINANCE	3 credits
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#### Job Specific Requirements

Master's degree and relevant teaching and work experience is expected. Experience in running web-based courses. It is preferable that candidates have one of the following certifications: CFP (Certified Financial Planner), RFP (Registered Financial Planner) or PFP (Personal Financial Planner) or FP (Financial Planner).



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### Theatre

ACTT 211 /2	VOICE AND MOVEMENT FOUNDATION	3 credits
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#### Job Specific Requirements

MFA or equivalent experience in Movement for the theatre, as well as successful teaching at the university level. The candidate must demonstrate expertise, including at least 10 years experience, and the recognition of her/his peers, in a recognized discipline such as the approach of Etienne Decroux, Jacques Lecoq, Eugenio Barba, Biomechanics, mask work, or acrobatics. Recognized artistic practice at a regional and/or national level with a variety of companies and in a variety of acting styles will be considered a strong asset. Areas of study in this course should include: development of strength, flexibility, and specificity in the body's ability to communicate non-verbally; clarity of physical presence; movement improvisation; composition of solo, partner-based, and group performance work.

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### Chemistry and Biochemistry

CHEM 375 /1	BIOCHEMISTRY II	3 credits
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#### Job Specific Requirements

Candidates are expected to have a Ph.D. in Biochemistry

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### Chemistry and Biochemistry

CHEM 375 /1	BIOCHEMISTRY II	3 credits
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#### Job Specific Requirements

Candidates are expected to have a Ph.D. in Biochemistry

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### Mechanical and Industrial Engineering

MECH 215 /2	PROGRAMMING FOR MECHANICAL AND INDUSTRIAL ENGINEERS	3.50 credits
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#### Job Specific Requirements

MA (or equivalent) in the field preferred; Post-secondary teaching experience in the course subject and level preferred.

The instructor must be a registered professional engineer in Canada and must provide proof of licensure.

Note that instructors in MIAE courses must adhere to the guidelines set by the course coordinators.

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

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### Liberal Arts College

LBCL 391 /3	STRUCTURE AND DYNAMICS OF WESTERN CIVILIZATION II	6 credits
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#### Job Specific Requirements

Experience in teaching in a Great Books program is highly desirable. Candidates must teach historical lectures (on various subjects) in addition to seminars on primary texts of philosophic/historical tradition. Set syllabus covers 18th and 19th centuries. PhD required.

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- 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.

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- 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 future discussion with the University as part of the ongoing effort to make postings as clear as possible across all Departments, even during the health emergency

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# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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## 2. Pre-meeting

- Please advise ALL members who inquire that they are obliged to use FRIS for applications – hard copies are no longer accepted. Because online applications are now compulsory, it is an “all hands on deck” situation for CUPFA and reps should know the system well enough to help members in their Departments negotiate it if asked.



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*A training on the FRIS application system and Online Dossier will be held on June 1, 2020 at 11:00 a.m.,  
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*It will be recorded for subsequent viewing throughout the application period*

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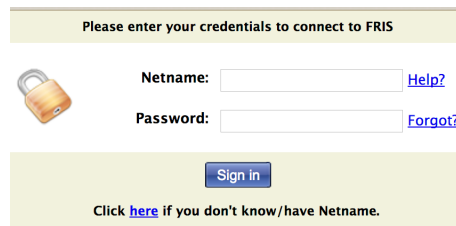
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<https://fris.concordia.ca/Login.aspx?ref=/default.aspx>



The screenshot shows a login form for the FRIS system. At the top, it says "Please enter your credentials to connect to FRIS". Below this, there is a padlock icon to the left of the "Netname:" label. To the right of the label is a text input field, followed by a blue "Help?" link. Below the "Netname:" section is the "Password:" label, followed by another text input field and a blue "Forgot?" link. At the bottom of the form is a blue "Sign in" button. Below the button, it says "Click [here](#) if you don't know/have Netname."

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 - 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.

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[Home \[Prod 2.0\]](#)
[Courses](#)
[Reports](#)
[Templates](#)
[System Management](#)
[Preference](#)
[Logout](#)

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

[Courses](#)
[Course Assignment](#)
[Part-Time Online Application](#)

Concordia University welcomes you to its **Faculty Resource Information System (FRIS)**. This system is designed to help you manage your workload assignments for Concordia's full-time faculty, as well as part-time faculty (including applications, recommendations, approvals and payments).

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Dear [Name],

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, applications, recommendations, approvals and payments).

IMPORTANT NOTE: Only individuals on work contracts 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.

posted courses is over.

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The screenshot shows the FRIS web application interface. A callout box highlights the 'Courses' tab in the top navigation bar, which contains links for 'Course Assignment' and 'Part-Time Online Application'. Another callout box highlights the 'Part-Time Online Application' link in the left sidebar, which also includes 'Online Application' and 'View Postings'. A third callout box highlights the search filters at the bottom, including 'Academic Year' (2020 - 2021), 'Session' (Winter), 'Faculty' (All Faculties), 'Department' (All Departments), 'Course Name/Number', 'Course Type' (Part-Time (PTHC)), and a 'Search' button. The main content area displays a welcome message and an 'IMPORTANT NOTE' regarding CUPFA contracts and teaching opportunities at Concordia University.

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The screenshot shows the FRIS interface with the following elements highlighted by callouts:

- Top Navigation Bar:** Home [Prod 2.0], Courses, Reports, Templates, System Management, Preference, Logout.
- Left Sidebar:** Courses, Course Assignment, Part-Time Online Application.
- Main Content Area:** Part-Time Online Application, Online Application, View Postings.
- Search Form:** Academic Year (2020 - 2021), Session (Winter), Faculty (All Faculties), Department (All Departments), Course Name/Number, Course Type (Part-Time (PTHC)), and a Search button.

Additional text on the page includes: "Dear [Name]", "Concordia University Faculty Resource Information System (FRIS).", "Canadian Association of University Business Officers (CAUBO) for order to efficiently manage workload assignments for Concordia's full-time faculty, as well as applications, recommendations, approvals and payments).", "IMPORTANT NOTE: Individuals on work...", "Please note that only Canadian citizens and residents may apply to posted courses (per Article 10.01 a) of the Concordia University Part-Time Faculty Association Agreement)", and "Please note that current CUPFA posted courses are available to apply".

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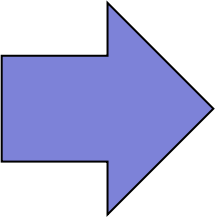
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Part-Time Online Application

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.



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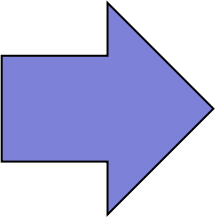
# CUPFA PTHC REP TRAINING


## 2. Pre-meeting

*A training on the FRIS application system and Online Dossier will be held on June 1, 2020 at 11:00 a.m.,  
co-hosted by the Provost's office and CUPFA.*

*It will be recorded for subsequent viewing throughout the application period*

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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.

[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.]

Job flow once, twice  
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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

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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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 updating your load preferences.

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

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



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 2020-Mar-10 23:59 EST. Please remember to upload all relevant documents.

Back Next

Thank you for updating your load preferences.

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

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

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



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 2020-Mar-10 23:59 EST. Please remember to upload all relevant documents.

Back Next

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 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.)

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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

2020 - 2021

Fall-Winter

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The image displays two screenshots of the FRIS application system interface, separated by a thick black horizontal line. Both screenshots show the 'Step 3: Course Selection' screen, with navigation tabs for Step 1: Information, Step 2: Load, Step 3: Course Selection, Step 4: Waiting List, and Step 5: Upload Documents. Below these tabs are sub-tabs for '3.1 Select Courses' and '3.2 Order Selection (0)'. The form includes fields for 'Academic Year' (set to 2020 - 2021), 'Session' (set to Fall-Winter), 'Faculty' (set to All Faculties), and 'Department' (set to All Departments in the top screenshot and Art History in the bottom screenshot). There are also input fields for 'Course Name/Number' and 'Title'. A 'Search' button is circled in red in both screenshots, along with a checkbox labeled 'Show valid posting only' which is checked.

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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
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

Confirm



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2	ARTH 298/1 EC	TOPICS IN GENRE STUDIES: MONTREAL ARCHITECT/URBAN	2020/06/25 – 2020/08/17	-----	00:00-00:00

Confirm

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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

[Confirm](#)

<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

[Confirm](#)

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

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[Confirm](#)

<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		

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 the FRIS application system interface. 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 (which is highlighted), and Step 6: Confirm and Submit. Below this, there are two sub-tabs: 5.1 My Documents and 5.2 Document Specifications (which is selected). The main content area under 5.2 Document Specifications contains the following text: "Please read the following in its entirety before proceeding:" followed by a bulleted list of instructions. At the bottom of the content area, it states "You may upload three PDF files at a time".

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

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<https://www.freepdfconvert.com>, et al.

The screenshot shows the PDF Converter website interface. At the top, there is a dark header with the text "PDF Converter" and two buttons: "Sign In" and "Membership Sign Up". Below the header, there are several tabs: "PDF Converter", "PDF to Word", "PDF to Excel", "PDF to Powerpoint", "PDF to Image", and "JPG to PDF". The "PDF Converter" tab is selected. Below the tabs, there is a text box that says "Convert Word, Excel, PowerPoint and other files to PDF". At the bottom, there is a large blue button with a white icon of a document with a right arrow pointing to a PDF icon, and the text "Select any file".

PDF Converter PDF to Word PDF to Excel PDF to Powerpoint PDF to Image JPG to PDF

Convert Word, Excel, PowerPoint and other files to PDF

Select any file

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

<https://www.pdfmerge.com>

**PDF MERGE**

**CONTINUE**

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



Want to convert a web page into a PDF file? Do it for free at <https://www.htmlpdf.com>

Choose File no file selected

Choose File no file selected

Choose File no file selected

Choose File no file selected

+ More files

Merge! Reset form

**Merge PDF files  
online - it's easy and  
free\***

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The screenshot displays the FRIS application system interface. 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 (which is the active step), and Step 6: Confirm and Submit. Below the navigation bar, there are two tabs: '5.1 My Documents' and '5.2 Document Specifications'. The main content area under '5.2 Document Specifications' contains the following text: 'Please read the following in its entirety before proceeding:'. This is followed by a bulleted list: '• 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);', and '• 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'. At the bottom, there are three 'File to Upload:' labels, each with a text input field and a 'Select' button. The first input field contains 'Claybourne\_S.pdf'. At the very bottom, there are 'Upload' and 'Clear' buttons.

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:

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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);
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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:

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 will be held on June 1, 2020 at 11:00 a.m.,  
co-hosted by the Provost's office and CUPFA.*

*It will be recorded for subsequent viewing throughout the application period*

- Please advise ALL members who inquire that they are obliged to use FRIS for applications – hard copies are no longer accepted. Because online applications are now compulsory, it is an “all hands on deck” situation for CUPFA and reps should know the system well enough to help members in their Departments negotiate it if asked.

Instructor: Claybourne, Stephanie

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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

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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- 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:



Job flow once, twice  
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Instructor: Claybourne, Stephanie

The screenshot shows the FRIS application system interface. 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 (which is the active step), and Step 6: Confirm and Submit. Below the navigation bar, there are two tabs: 5.1 My Documents and 5.2 Document Specifications. The main content area under 5.1 My Documents contains the following text: "Please read the following in its entirety before proceeding:". This is followed by a bulleted 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);", and "Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document:". Below this list, it states "Only PDF format is acceptable" and "You may upload three PDF files at a time". There are three "File to Upload:" labels, each followed by a text input field and a "Select" button. The first input field contains the text "Claybourne\_S.pdf". To the right of the third "Select" button is a red asterisk symbol. At the bottom of the form, there are two buttons: "Upload" and "Clear".

\* 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**

Job flow once, twice  
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# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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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:

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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	PSYC 201314	
PSYC 201213.pdf 2018-04-27 10:39:58	PSYC 201213	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

Job flow once, twice  
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Instructor: Claybourne, Stephanie

The screenshot displays the FRIS application system interface. At the top, a navigation bar includes steps from 1 to 6. Step 5, 'Upload Documents', is the active step. Below the navigation bar, there are two tabs: '5.1 My Documents' and '5.2 Document Specifications'. The main content area contains instructions for document upload, including a list of requirements and a table of uploaded documents. A red asterisk indicates a note about multiple department uploads. A callout box provides details for a specific document upload.

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:

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:

Marketing

\* 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

Job flow once, twice  
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Instructor: Claybourne, Stephanie

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**5.1 My Documents** **5.2 Document Specifications**

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- 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:**  **Select** \*

**File to Upload:**  **Select**

**File to Upload:**  **Select**

**Upload** **Clear**

\* 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**

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	

Job flow once, twice  
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**Only PDF format is acceptable**  
**You may upload three PDF files at a time**

**File to Upload:**  **Select** \*

**File to Upload:**  **Select**

**File to Upload:**  **Select**

**Upload** **Clear**

\* 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**

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 **Save**.

**Departments**

- Accountancy
- Applied Human Sciences
- Finance
- Mechanical, Industrial and Aerospace Engineering
- Theatre

**Destination**

Marketing

**Save**

Job flow once, twice  
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Instructor: Claybourne, Stephanie

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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: Claybourne\_S.pdf Select \*

File to Upload: Select

File to Upload: Select

Upload Clear

\* 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

Some members have reported problems with uploading to more than 3 Departments. We reported the problem and expect this bug to have been fixed for this round. Please report any issues ASAP to us or the Provost's office.

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  
Applied Human Sciences  
Finance  
Mechanical, Industrial and Aerospace Engineering  
Theatre

Marketing

Save

Job flow once, twice  
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- Please advise ALL members who inquire that they are obliged to use FRIS for applications – hard copies are no longer accepted.

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

**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; rather, 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)

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**

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 they are obliged to use FRIS for applications – hard copies are no longer accepted.
- 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 THURSDAY, JUNE 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 they are obliged to use FRIS for applications – hard copies are no longer accepted.
- What you are very 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. :

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise ALL me  
accepted.

### Online Applications

Name: Member A  
Employee ID  
Seniority Credits:  
Email:  
Address:  
Telephone:

rd copies are no longer

### 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

Member A 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

Member A 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 \*\*\*

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise ALL me  
accepted.

### Online Applications

Name: Member B  
Employee ID  
Seniority Credits:  
Email:  
Address:  
Telephone:

rd copies are no longer

### 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

Member B 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

Member B 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

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise ALL me  
accepted.

### Online Applications

Name: Member C  
Employee ID  
Seniority Credits:  
Email:  
Address:  
Telephone:

#### 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

Member C 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
-----	---------------	---------	-------------

Member C 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

nd copies are no longer

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise ALL me  
accepted.

### Online Applications

Name: Member D  
Employee ID  
Seniority Credits:  
Email:  
Address:  
Telephone:

#### 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

Member D 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
-----	---------------	---------	-------------

Member D 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 \*\*\*

rd copies are no longer

Job flow once, twice  
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yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- Please advise ALL members who inquire that they are obliged to use FRIS for applications – hard copies are no longer accepted.
- 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 THURSDAY, JUNE 20
- What you are very 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 at the end of the meeting) the existing FRIS Waiting List (more about this later).

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:

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?



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

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

\* hiring round ramifications of summer 2020-21 courses for this May hiring round

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

- \* hiring round ramifications of summer 2020-21 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

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

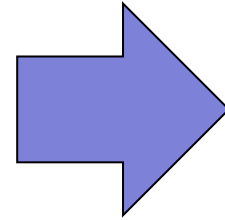
- \* hiring round ramifications of summer 2020-21 courses for this May hiring round
- > all credits awarded for the Summer term (ongoing in Summer 1, or yet to be given in Summer 2) are counted [by FRIS] before any courses are awarded to the candidate in your meeting
- > If Summer courses have been canceled 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

Job flow once, twice  
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# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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



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

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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

**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"

<b>Summer (/1):</b>	#Courses	<input type="text" value="2"/>	#Credits	<input type="text" value="6"/>
<b>Fall (/2):</b>	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
<b>Fall-Winter (/3) :</b>	#Courses	<input type="text" value="0"/>	#Credits	<input type="text" value="0"/>
<b>Winter (/4):</b>	#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
✖	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
✖	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
✖	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
✖	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
✖	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:** Claybourne\_cover.pdf

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)

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

**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

Job flow once, twice  
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# CUPFA PTHC REP TRAINING

## 2. Pre-meeting

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

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

Note that the new cross-University language in postings may enter into qualifications discussions – be vigilant

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- \* 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)

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# 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

- Indicate when your hiring meetings are/were scheduled in the online PTHC reporting system form, and if possible do so as soon as you have a date & time confirmation in the “Active Reports” tab 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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# CUPFA PTHC REP TRAINING

## 3. Meeting

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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 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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\* **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 results from all other relevant Departments be known and confirmed via email or in phone calls before the meeting and course assignments begin.

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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.



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# CUPFA PTHC REP TRAINING

## 3. Meeting

Applications are considered in order of seniority. 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. If you have any doubt regarding the qualifications of a member, we advise abstaining if the decision comes to a vote, but otherwise support your member in any way possible.

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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 if discussions of their qualifications for a given course take place. A FT rep selected by a random method (e.g. a coin toss) is obliged to leave the room to maintain a parity committee. If the sitting PT rep is automatically qualified (has taught the course 3 or more times), the course(s) can be awarded automatically and the meeting may continue uninterrupted.*

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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

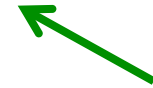
**IMPORTANT:** the CA normally requires that in any case of a member's qualifications being discussed, the hardcopy academic and professional dossier kept in the Department for that member usually must be made available and consulted by the PTHC. Since access to the paper dossiers will likely not be possible this round, members should be advised to either submit the equivalent of what is in their dossier in the PDF sent to the Department as part of the application, or in the online dossier (or both). A PTHC's failure to consult the dossier when a member is refused a course can (and commonly does) result in a grievance, so it is critical that as close as possible an equivalent of the normal procedure is followed.

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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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*“Though you may receive courses from any listed below, please list courses in order of preference.”*



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*“Though you may receive courses from any listed below, please list courses in order of preference.”*

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, 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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*“Though you may receive courses from any listed below, please list courses in order of preference.”*

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 her/his 3rd and 4th choices in Phase 1, the 1st and 2nd choices are left open for Member B, and Member A receives her/his 5th and 6th choices in Phase 2 for a full load. Member A is not left short of her/his maximum teaching load, while Member B receives everything she/he applied for.

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- Article 10.19 is then referenced in drawing up a draft, before the meeting is adjourned, of the Waiting List (or confirming that the FRIS Waiting List is correct if recommendations have been entered during the meeting).

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# CUPFA PTHC REP TRAINING

## 3. 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.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. 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 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 (June in 2020) hiring meeting. In May/June, posted courses are assigned to applicants according to 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 meeting. A member who applied during Summer does not need to re-apply in May/June to retain her/his place on the list (but must apply if (s)he wants to teach any of the posted Fall, Winter or Fall/Winter courses).

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. 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 10.16, 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 place on the list (but again must apply if (s)he wants 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 until the end of the academic year.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

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## 3. 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.

Job flow once, twice  
or three times  
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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



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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.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

New procedural points for Waiting List execution in LOA

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting      New procedural points for Waiting List execution in LOA

- 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.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting      New procedural points for Waiting List execution in LOA

- 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.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting

### New procedural points for Waiting List execution in LOA

- 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. PTHC agrees with the recommendation, the recommendation is entered in FRIS.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 3. Meeting      New procedural points for Waiting List execution in LOA

- 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. 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 2018-2021 CA.

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

## 3. Meeting      New procedural points for Waiting List execution in LOA

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- 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. 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 2018-2021 CA.

*Note that all LOAs with an impact on the Collective Agreement are now 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
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
2020	Faculty AA	Department BB	Member N	21.00	-/-	0/6
2020	Faculty AA	Department BB	Member O	15.00	-/-	0/6
2020	Faculty AA	Department BB	Member P	10.00	-/-	0/6
2020	Faculty AA	Department BB	Member Q	4.00	-/-	0/6
2020	Faculty AA	Department BB	Member R	3.00	-/-	0/6

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2
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*Key to correct 10.19 /  
Waiting List  
procedure is the  
respecting of Phase  
availability.  
FRIS indicates  
available credits:  
— in two columns;  
— in reverse*

## Negotiating the FRIS Waiting List

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*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  
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courses only in Phase II*

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Member B has been assigned 12/12  
possible credits in Phase 1,  
AND has been assigned 6/6 possible  
credits in Phase 2 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 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
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Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.  
 FRIS indicates available credits:  
 — in two 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 II*

*Member B has been assigned 12/12 possible credits in Phase 1, AND has been assigned 6/6 possible credits in Phase 2 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 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
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Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.  
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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 II

Member B has been assigned 12/12 possible credits in Phase 1, AND has been assigned 6/6 possible credits in Phase 2 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 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)	
5. Member H (6 credits)	
6. Member J (6 credits)	
7. Member K (6 credits)	
8. Member L (6 credits)	

## Negotiating the FRIS Waiting List

ACYEAR	FACULTY	DEPARTMENT	INSTRUCTOR NAME	SENIORITY CREDITS	PHASE1	PHASE2
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Key to correct 10.19 / Waiting List procedure is the respecting of Phase availability.  
FRIS indicates available credits:  
— in two 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 II

Member B has been assigned 12/12 possible credits in Phase 1, AND has been assigned 6/6 possible credits in Phase 2 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 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)	
5. Member H (6 credits)	
6. Member J (6 credits)	
7. Member K (6 credits)	
8. Member L (6 credits)	



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

## 4. Post-meeting

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# 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.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# 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). 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) and 10.21 (external applicants) fail to produce a candidate, the Department now has the option to convert the course to a full-time offering or Reserve, but only if the course was not initially posted.

Job flow once, twice  
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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.

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) and 10.21 (external applicants) fail to produce a candidate, the Department now has the option to convert the course to a full-time offering or Reserve, but only if the course was not initially posted.

It is now specified in the Collective Agreement that there is ongoing consultation with the PTHC through all of the 10.20 steps.

Job flow once, twice  
or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

## 5. Other points

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or three times  
yearly, depending  
on Departments

# CUPFA PTHC REP TRAINING

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- **IMPORTANT:** Overloads procedure: as soon as CUPFA receives a request from a Chair/Unit head for an emergency overload in a Department, we immediately forward the request to the hiring reps from that Department. 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 9.03 before approval of the overload is inferred.

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[Note that the minimum eligibility of 6 credits for members under 24 credits allows them to accept non-emergency overloads without needing to average the following year if they remain under 24]

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- 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 at time like this when many members are feeling insecure and have a lot of questions). If you receive any questions you are uncomfortable about answering, please refer the member or the question(s) to the Association.



# CUPFA PTHC REP TRAINING

## PTHC REPORTING SYSTEM REVIEW / INTRO

(including recently implemented changes  
to the PTHC report form)