

Appendix H

Concordia University - Part-time Teaching Application Form

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

- Complete this form in full and submit a copy by hand, internal mail or post to the respective Department Chair(s)/Unit Head(s) by the relevant application deadline.
- At the same time, submit a copy, by hand, internal mail, or post to CUPFA (S-K-340).
- If applying to more than one department, submit a copy of this form to each department.
- If extra space is needed, attach an additional page.

PLEASE PRINT CLEARLY

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

LAST NAME: _____ FIRST NAME: _____

MAILING ADDRESS: _____
 Street Apt# _____ City _____ Province _____ Postal Code _____

PHONE: Home: (____).____.____ Office: (____).____.____ Cell: (____).____.____

E-MAIL: _____

STATUS: Canadian Citizen
 Permanent Resident
 Visitor's or Student Visa (expiry date): _____

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

2. Presently applying for which term(s):
 Summer (/1) (application deadline: February 15)
 Fall (/2) (application deadline: May 15)
 Fall/Winter (/3) (application deadline: May 15)
 Winter (/4) (application deadlines: May 15/October 15)

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

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

5. For the academic year in which you are applying (all terms; all Departments), considering Article 9:
 a. Total credits you would like to teach: _____
 b. Total credits from posted courses (see Question 9): _____

6. List all courses you have taught, courses you are currently teaching, or courses for which you have signed a part-time contract or for which you have been recommended to teach in the current academic year. (This is to ensure that you will not exceed limits set in Article 9 for the academic year for which you are applying. Do not include courses taught in other academic years or requested in Question 9 below.)

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

