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.

PL	EASE PRINT CLEA	RLY										
ACADEMIC YEAR: 20 20_			(note that the academic year begins with the summer term.)									
LAST NAME:				FIF	RST NAME	<u> </u>						
MA	ILING ADDRESS:											
		Street Apt#			Cit	у	Province	Province Pos		stal Code		
PH	ONE:	Home: (_)		Office: ()	·	Cell:	(
E-N	MAIL:											
STA	ATUS:	[] Canadian C	itizen									
		[] Permanent	Resident	t								
		[] Visitor's or	Student	Visa (expi	ry date):							
1.	Presently applying	to which depar	tment(s)	? (list all):								
2.	Presently applying	for which term	(s):									
		[] Summer	(/1)	(applicati	on deadli	ne: Marc	h 3)					
		[] Fall	(/2)	(applicati	on deadli	ne: May 1	15)					
		[] Fall/Winter	(/3) (application deadline: May 15)									
		[] Winter	(/4)	(applicati	on deadli	nes: May	15/October	15)				
3.	Seniority credits as	of latest Senic	rity List	(see Article	e 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 y	ear in which yo	ou are app	plying (all	terms; al	l Departm	nents), cons	idering .	Article	9:		
	a. Total credits	you would like	to teach	:								
	b. Total credits	from posted co	ourses (s	ee Questic	on 9):							
6.	List all courses you time contract or fo that you will not e courses taught in o	r which you ha exceed limits se	ive been et in Artic	recommer cle 9 for t	nded to te he acadei	each in th mic year	ne current action for which ye	cademic	year.	(This is to ensure		
DEI	PARTMENT (e.g. Psy	chology)	COURSE	NUMBER/	TERM/SEC	CTION (e.	g. PSYC 205	5/2/A)	С	REDITS (e.g. 3)		

Summer: #courses: # credits: # credits: Winter: # courses: # credits: # courses: # credits: # credi	7.	Specify the number #courses 1-2 & #cr		credits you	ı would like to	teach pe	er term (e.g.,	#courses	1 & #credits	; 3;		
Winter: #courses: # credits: If applying for Fall/Winter (/3) as well as Fall (/2) and/or Winter (/4), please write specific preferences: 8. If applying to more than one department, specify the number of courses and credits you would like to to each department (e.g., # courses 1 & # credits 3: # courses 1-2 & # credits 3-6, etc.): Department: # courses: # credits: 9. Indicate the complete course number(s), term(s), section number(s), course title(s) for the course(s) you teach. You will be considered only for courses/sections you list below. List only posted courses. Though y receive courses from any listed below, please list courses in order of preference, for those applying to mo one department, list courses in order of preference, regardless of department. If courses share the same ti or are close in time across two campuses, etc., give specific instructions concerning priorities. If more s needed, attach copies of this page. If you do not receive the total credits indicated in Question 5a, you will automatically be placed on the 10. Should you at any point wish to be removed from the 10.19 list, please write to your department and copy (course Number/TERM/SECTION (e.g. MATH 251/2/01) (e.g. Linear Algebra I) (e.g. Mon/Wed 10h15-11h30) 10. For part-time faculty members in the Department of Music only: How many Private Study students are yet requesting to teach in addition to the above courses? (Specify the total number of private study students ye per term): 11. If you would like to be considered for unposted courses in the current academic year in a department of the ones where you have applied (be on a 10.19 list of a Department you did not apply for posted courses).		Summer:	#courses:	<u> </u>	# credits:	-						
If applying for Fall/Winter (/3) as well as Fall (/2) and/or Winter (/4), please write specific preferences: 8. If applying to more than one department, specify the number of courses and credits you would like to te each department (e.g., # courses 1 & # credits 3; # courses 1-2 & # credits 3-6, etc.): Department:		Fall:	#courses:		# credits:	-						
8. If applying to more than one department, specify the number of courses and credits you would like to te each department (e.g., # courses 1 & # credits 3; # courses 1-2 & # credits 3-6, etc.): Department:		Winter:	#courses:		# credits:							
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specify the department name:	11. the	requesting to teach per term): If you would like to e ones where you ha	in addition to the a be considered for ye applied (be on	above cours unposted	ses? (Specify the courses in the	ne total no	umber of priva	ite study st	tudents you s	seek than		
	spe	ecity the department	name:			-						

Note:	Please ensure that	t you provid	de a copy d	of this app	olication form,	as well as	all supporting	documentation	that may
be req	uired by the PTHC,	to all dep	artments	in which	you would like	e to teach.			

Please ensure that your Academic and Professional Service Dossier, including your c.v., is updated and maintained (see Article 10.11). If you are applying for a course(s) that you have not taught at Concordia before, please attach separate documentation demonstrating your qualifications in that area, and your c.v.

You a	re respo	onsible to	or keeping	j a copy	of this a	applica	ition.	Part-time	faculty	members	are	also ca	utioned	to e	ensure
they s	sign the	eir part-t	ime contr	act(s) in	the off	ices of	the	respective	Dean(s) within	the	deadline	es and	cond	litions
specifi	ed in th	nis Collec	tive Agree	ment. Fai	lure to	do so v	vill me	ean the cou	urse(s)	may be re	assig	ned to	someor	ne els	e.

Signature	Day	Month	Year