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: **March 3**)

    [ ] 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)

7. Specify the number of courses and credits you would like to teach per term (e.g., #courses 1 & #credits 3; #courses 1-2 & #credits 3-6):

    Summer: #courses: _____   # credits: _____

    Fall: #courses: _____   # credits: _____

    Winter: #courses: _____   # credits: _____

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

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

Department: _____ #courses: _____ # credits: _____

Department: _____ #courses: _____ # credits: _____

Department: _____ #courses: _____ # credits: _____

9. Indicate the complete course number(s), term(s), section number(s), course title(s) for the course(s) you wish to teach. You will be considered only for courses/sections you list below. List only posted courses. Though you may receive courses from any listed below, please list courses in order of preference. For those applying to more than one department, list courses in order of preference, regardless of department. If courses share the same time slot or are close in time across two campuses, etc., give specific instructions concerning priorities. If more space is 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 10.19 list. Should you at any point wish to be removed from the 10.19 list, please write to your department and copy CUPFA.

COURSE NUMBER/TERM/SECTION (e.g. MATH 251/2/01)	COURSE TITLE (e.g. Linear Algebra I)	DAY OF WEEK/TIME OF DAY (e.g. Mon/Wed 10h15-11h30)

10. For part-time faculty members in the Department of Music only: How many Private Study students are you also requesting to teach in addition to the above courses? (Specify the total number of private study students you seek per term): _____

11. If you would like to be considered for unposted courses in the current academic year in a department other than the ones where you have applied (be on a 10.19 list of a Department you did not apply for posted courses), please specify the department name:

_____

_____

_____

*Note: Please ensure that you provide a copy of this application form, as well as all supporting documentation that may be required by the PTHC, **to all departments** in which you would like 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 are responsible for keeping a copy of this application. Part-time faculty members are also cautioned to ensure they sign their part-time contract(s) in the offices of the respective Dean(s) within the deadlines and conditions specified in this Collective Agreement. Failure to do so will mean the course(s) may be reassigned to someone else.

Signature _____ Day _____Month _____Year _____