

**LETTER OF AGREEMENT BETWEEN
CONCORDIA UNIVERSITY ("University")
AND
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION
("CUPFA")
REGARDING ARTICLE 10.19**

Appendix A- sample emails

Email informing members on Waiting List of available courses, as per clause 3 a. i) of the Agreement:

Note: Members of PTHC and appropriate departmental staff to be cc'd on these messages. Hide the email addresses of the Waiting List and Departmental Extract recipients for emails as per 3 a. i) and ii).

Hello,

I am reaching out to you because your name appears on the Waiting List and you have indicated a desire to teach more credits than you were assigned thus far in the current academic year. We have the following additional courses available for part time instructors for **TERM 20XX-20XX**:

ANYC 210/2 BB Monday 17:45 - 20:15

ANYC 325/2 DD Tuesday 20:30 - 23:00

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by **DATE***, cc'd to **the departmental staff person**, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. After **DATE*** I will consult the PTHC so that we can allocate the course(s) in a timely manner. I note that members on the Departmental Extract will also be informed of the availability of these courses, and will be given consideration after members on the Waiting List.

Email informing members on Departmental Extract of available courses, as per clause 3 a. ii) of the Agreement:

Hello,

I am reaching out to you because your name appears on the Departmental Extract. We have the following additional courses available for part time instructors for **TERM 20XX-20XX**:

ANYC 210/2 BB Monday 17:45 - 20:15

ANYC 325/2 DD Tuesday 20:30 - 23:00

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by **DATE***, cc'd to **the departmental staff person**, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. After **DATE*** I will consult the PTHC so that we can allocate the course(s) in a timely manner. I note that members whose names appear on the Waiting List will be given first consideration for the available courses.

Email to PTHC members concerning allocation of available courses, as per clauses 3 a. v) and 3 a. vi) of the Agreement. To be sent after the date stipulated in the emails sent as per clauses 3 a. i) and 3 a. ii):

Hello PTHC members,

As you are aware, we informed members on the Waiting List and Departmental Extract of the availability of a number of courses. As of today we received responses from **[insert number]** individuals; **[insert number]** members on the Waiting List and **[insert number]** members from the Departmental Extract. Based on my assessment of qualifications as per the applications submitted, I am recommending that we assign the courses as follows:

[Insert as appropriate; e.g. ANYC 210/2 BB Monday 17:45 - 20:15]

I recommend that Prof. **XXX**, **from the Waiting List/ from the Departmental Extract**, be offered the course as **s/he** is the person who meets the qualifications and has priority to receive a course taking into account seniority and phase allocations.

[Insert as appropriate; e.g. ANYC 325/2 DD Tuesday 20:30 - 23:00]

I recommend that Prof. **XXX**, **from the Waiting List/ from the Departmental Extract**, be offered the course as **s/he** is the person who meets the qualifications and has priority to receive a course taking into account seniority and phase allocations.

I have attached all the applications and supporting materials received for your review.

Please let me know if you have any concerns with my recommendation by **DATE**, so that we may proceed with advising the instructors and prepare the contracts. Should I not hear from you by 5:00 p.m. on **DATE**, it will be assumed that you are in agreement (per Article 10.19 b) of the CUPFA agreement).

Thank you.

Chair

* The date will vary, depending on how far in advance of the term you are. As per the 2012-2015 Implementation Guide, members of the PTHC will be given the following timeframes to respond to recommended allocations of courses: 5 working days when the notification is sent more than 15 working days before the start of classes, and 2 working days when the notification is sent fewer than 15 working days but more than 2 working days before the start of classes. When the notification is sent fewer than 2 working days before the start of classes, the Association will be copied on the email to the members of the PTHC.