APPENDIX G-B CHANGE OF CLASSIFICATION FORM – ADJUNCTS

Adjuncts may use this form to request that they be removed from the Classification List (described in article 10.24) and therefore be eligible to apply for part-time contracts. To receive a change in classification, applicants must wait three (3) years after the termination date of their employment from the Employer, or after their last Reserve Course taught, whichever is later.

Completed forms must be submitted to CUPFA, with a copy to the Office of the Provost, no later than December 1 in order to be eligible to teach courses posted by February 1 of the following year. Note that request must be submitted in writing; no request sent by electronic means will be considered. A change of classification must be confirmed by the Association before an individual may apply for available part-time contracts.

CUPFA (S-K-310)
SGW Campus, S-K-310
1455 De Maisonneuve Blvd. W.
Montreal, QC H3G 1M8
Canada

Office of the Provost
SGW Campus, GM 806
1455 De Maisonneuve Blvd. W.
Montreal, QC H3G 1M8
Canada

PLEASE PRINT CLEARLY

LAST NAME: _____

FIRST NAME: _____

MAILING ADDRESS: _____

Street Apt# City

_____

Province Postal Code

PHONE: Home ( ) Office ( ) Cell ( )

E-MAIL: _____

I hereby verify that I have taught as an Adjunct as follows:

DEPARTMENT: _____

LAST RESERVE COURSE: _____

OR

TERMINATION DATE: _____

SIGNATURE: _____ DATE: _____