

## 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 you want to be considered for courses in more than one department, **submit an identical copy of this form to each department. Failure to submit an identical copy will result in your application being disqualified.**
- 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  
 Ministerial permit (see Article 10.01 a) 2)

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

\_\_\_\_\_

2. Presently applying for which terms:

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): \_\_\_\_\_

NOTE: If you indicate a **maximum** number of courses or credits in sections 5, 7 or 8 of this form, and you receive this maximum number of courses or credits, you will NOT be considered for any other courses and will NOT be added





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*Note: Please ensure that you provide **an identical 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 3 times or more at Concordia before, please attach separate documentation demonstrating your qualifications in that area, and your c.v. (see Article 10.15)

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: \_\_\_\_\_

Date: \_\_\_\_\_

