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 and additional page.

PLEASE PRINT CLEARLY.

LAST NAME:			FIRST N	IAME:		
MAILING ADRESS:# Sti		Apt	City		Province	Postal code
PHONE: Home: ()	Office: ()	·	_ Cell: ()	
E-MAIL:						
STATUS: 1. Presently applying to wh	[] Canadian Citizen [] Permanent Resider [] Ministerial permit of the department (s)? (List	(see Art	icle 10.01	1 a) 2)		
2. Presently applying for w	nich terms:					
	[] Summer (/1) [] Fall (/2) [] Fall/Winter (/3) [] Winter (/4)		(applica	tion deadline tion deadline		
3. Seniority credits as of la	test Seniority List (see Ar	ticle 8.0	01):			
4. Number of credits you a you are applying (see Artic		e acade	mic year	for which		

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

to the Waiting List as per article 10.19 for courses that become available between postings. You may still be contacted in accordance with Article 10.20. 5. For the academic year in which you are applying (all terms; all Departments), considering Article 9: a. Maximum number of credits you would like to teach, if less than number of credits you are entitled to teach: b. Maximum number of credits you would like to receive from posted courses, if applicable (see Question 9): 6. List all courses you have taught, courses you are currently teaching, or courses for which you have signed a parttime contract or for which you have been recommended to the Dean to teach in the current academic year (Academic Year starts with the Summer term). 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. COURSE NUMBER/TERM/SECTION (e.g. PSYC 205/2/A) CREDITS (e.g. 3) DEPARTMENT (e.g. Psychology) 7. Specify the maximum number of courses and credits you would like to teach per term, if applicable. e.g.: #courses 1 and #credits 3; or #courses 1-2 and #credits 3-6 Summer #courses: #credits: #courses: #credits: Fall Fall/Winter #courses: _____ #credits: _____ Winter #credits: _____ #courses: _____ 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 maximum number of courses and credits you would like to teach in each department, if applicable. e.g.: #courses 1 and #credits 3; # courses 1-2 and # credits 3-6, etc.

#courses: _____

#courses: _____

_____ #courses: _____

Department:

Department:

Department:

#credits: _____

#credits: _____

#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. Failure to submit an identical list will result in your application being disqualified. 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.
	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 Waiting list as

If you do not receive the total credits indicated in Question 5a, you will automatically be placed on the Waiting list as per article 10.19. Should you at any point wish to be removed from the Waiting list, please write to your department and copy CUPFA.

COURSE NUMBER/TERM/SECTION	COURSE TITLE	DAY OF WEEK/TIME OF DAY
(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 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 courses that become available between posting periods in a department other than the ones where you have applied, please specify the department name (and submit a copy of the Appendix H to that/those Department(s)). You will be added to that department's Waiting list as per article 10.19 for the current academic year):

* * *

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: