Contract Instructor Application Form

Office of the Provost and Vice-President (Academic)

Before completing this form, please consult the collective agreement between Carleton University and the CUPE 4600 Unit 2. Should there be any discrepancies between the collective agreement and this form, the collective agreement is considered the final authority. The Office of the Provost and Vice-President (Academic) has compiled useful Contract Instructor Hiring Facts & FAQs which can be found on the Provost's website at www.carleton.ca/provost. For any questions about completing this form, please contact your dean's office. **Note:** Please note that only one application shall be submitted per academic unit.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Executive Assistant, OPVAC, FIPPA Representative, (613)520-3884. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Name: Telephone: Citizenship/Visa Status:			Employee/Student number: E-mail:			
			pplicant Typ	Please select one.		
CUPE 4600	Unit 2 Member	Graduate Stu	dent		Visiting Schola	ır
Carleton Employee		Doctoral Student Postdoctoral Fellow				
cademic Unit			Faculty:			
	k order the courses that you	are applying to teach. If yo		course or an e	equivalent previously	y, indicate the te
ourse #	Course Title		Prefered Time	Term	Credit Value	Term/Year



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The applicant shall complete Sections A - D.

Section A: The applicant shall identify their name, student or employee number (if applicable), citizenship/visa status, telephone, and email address. The applicant's curriculum vitae **must** be attached to this form and **must** include a full list of all courses that he/she has previously taught within the CUPE 4600 Unit 2 bargaining unit at Carleton University.

Section B: The applicant shall indicate their applicant type.

Section C: The applicant shall list, in rank order, the courses that they are applying to teach. If the applicant has taught any of the courses or an equivalent previously, he/she shall indicate the term and year(s) in which he/she taught the course.

Section D: The applicant shall sign and date the form to confirm that the information is correct and forward it to the Chair/Director of the academic unit.

For Administrative Use Only- Chairs/Directors May Complete Sections E-G.

Section E: Please indicate if the position was a posted competition.

Section F: Please indicate the replacement type of the position.

Section G: Please confirm the incumbency and seniority rights of the incumbent according to Article 16.4 of the Collective Agreement.

The Academic Unit and the Dean's Office shall complete Sections H & I.

Section H: The Chair/Director shall sign and date the form to confirm that the information is correct and approval of the review, then forward it to the Faculty Dean.

Section I: The Faculty Dean shall sign and date the form to confirm that the information is correct and approval of the review, then forward it to the Assistant Vice-President (Finance).

	ISE ONLY - This section may be used to calculo		
Advertised Comp	etition: CReplacement for:		
/es No	Leave Approved by Emplo	oyer N/A Other	
ncumbency and Se	eniority Rights		
	, how many full credit equivalents has the appl equivalents has the applicant taught since a b		94 <u>OR</u>
Determine Incumbency . Which courses, or	y equivalents, has the applicant taught within la	ast 60 months?	
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