

Contract Instructor Application Form

Office of the
**Provost and
Vice-President (Academic)**

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 e-mail 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).

FOR ADMINISTRATIVE USE ONLY - This section may be used to calculate the applicant's incumbency and seniority rights

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| E Advertised Competition: Yes <input type="checkbox"/> No <input type="checkbox"/> | F Replacement for: <input type="checkbox"/> Leave Approved by Employer <input type="checkbox"/> N/A <input type="checkbox"/> Other <input type="text"/> |
| G Incumbency and Seniority Rights <u>Determine Seniority</u> 1. Whichever is later, how many full credit equivalents has the applicant taught since September 1, 1994 OR how many full credit equivalents has the applicant taught since a break of 24 months or more? <input type="text"/> | |
| <u>Determine Incumbency</u> 2. Which courses, or equivalents, has the applicant taught within last 60 months? <input type="text"/> | |
| 3. Indicate which courses, if any, the applicant has received a teaching evaluation with a score of less than 4.0 on the overall summative question, within the last four years. (See Article 18: Student Teaching Evaluations) <input type="text"/> | |
| Additional Comments: <input type="text"/> | |

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| H Approved by: _____ Chair/ Director (print name) (signature) (date) |
| I Approved by: _____ Dean (print name) (signature) (date) |

Approved form: Chair Finance HR