



# 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.

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

**E** **Advertised Competition:**

Yes  No

**F** **Replacement for:**

Leave Approved by Employer  N/A  Other

**G** **Incumbency and Seniority Rights**

Determine Seniority

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?

Determine Incumbency

2. Which courses, or equivalents, has the applicant taught within last 60 months?

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)

Additional  
Comments: