

# 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](http://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.*

## TO BE COMPLETED BY THE APPLICANT

**A**

**Name:** \_\_\_\_\_ **Preferred name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Employee/Student ID:** \_\_\_\_\_

**Citizenship/Visa Status:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**CV attached**

**B Applicant Type** Please select one.

CUPE 4600 Unit 2 Member  Doctoral Student  Faculty (Summer Stipend)

External Applicant  Postdoctoral Fellow  Retired Faculty

Graduate Student  Visiting Scholar

**C Course Application** Please submit only one application for each academic unit.

**Academic Unit:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_

Course #	Course Title	Preferred Time	Term	Credit Value	Term/Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**D**

\_\_\_\_\_

Applicant (print name)

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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 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?

**F** Replacement for:

Leave Approved by Employer: Type \_\_\_\_\_  Other \_\_\_\_\_  N/A

**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 of the courses listed, 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: