

LETTER OF UNDERSTANDING

Between

WILFRID LAURIER UNIVERSITY

and the


WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Roster Application Form for Contract Academic Staff

Whereas the Office of Faculty Relations requires applicants who apply to the roster under Articles 13.6.1.3 and 13.6.1.4 of the Collective Agreement for Part-time Contract Academic Staff and Part-time Librarians to include the section(s), term(s), year(s) and whether courses which were taught as part of the full-time bargaining unit were regular teaching load or overload in order to credit seniority points properly,

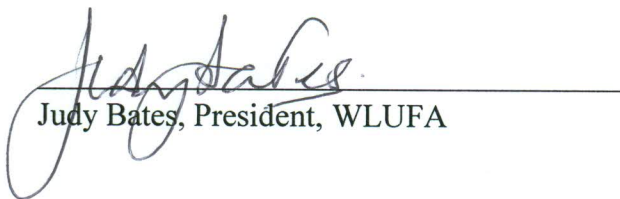
And whereas the Office of Faculty Relations should receive only those forms in which Sections C or D are completed,

The Parties agree to amend the Roster Application Form, as attached.



Max Blouw, President, WLU

July 20, 2012
Date



Judy Bates, President, WLUFA

July 18, 2012
Date

CAS Roster Application Form

Due: April 15th

Members who wish to submit an application for courses *before* they are posted shall submit this form by April 15. Otherwise, Members may apply for courses as they are posted. Members shall apply to the roster for each faculty/ department/program in which they wish to be considered (e.g., SBE, Biology, Chemistry, English, Cultural Studies, etc.).

All applicants shall complete Section A.

Applicants to the Faculty of Music shall also complete section B.

Applicants who were formerly members of the CAS Bargaining Unit and are now returning to the Bargaining Unit after a period of employment with the Full-time Bargaining Unit shall also complete Section C.

Applicants who are new to the CAS Bargaining Unit and whose previous employment has been solely with the full-time bargaining unit shall also complete Section D.

Any information that you feel is not covered by this roster application form and its attached materials may be noted in a cover letter.

SECTION A: ALL MEMBERS/ APPLICANTS

DATE SUBMITTED: _____

PERSONAL INFORMATION				
Name:		WLU ID Number:		
Department/Program:				
Email address:				
Telephone:				
Contact Information for May 1 to August 30 (if different from above)	Email: Telephone:	Dates Unavailable for Contact (if any):		
Materials Attached to this Application:	Current C.V. (Required)	List any other material(s): cover letter, teaching dossier, etc. (Optional)		
SENIORITY INFORMATION:		Total Seniority Points as of April 15th		
List the courses in which you have seniority status				

Member/Applicant to submit completed form to:

Each faculty/ department/program in which they wish to be considered (regardless of number of sections completed) and Faculty Relations Office (only if Section C or D completed)

AVAILABILITY INFORMATION					
Workload:					
Number of courses preferred per term:	FALL		WINTER		Spring/ Interession/ Summer
Campus Availability:	Waterloo		Brantford		
Courses:					
Courses you are interested in teaching:					

SECTION B: MUSIC FACULTY – APPLICANTS FOR HOURLY INSTRUCTION

AVAILABILITY INFORMATION			
Note below the Hour(s) per week in each term you are interested in teaching			
TERM	Fall	Winter	Spring
HOURS PER WEEK			

SECTION C: APPLICANTS RETURNING TO THE CAS BARGAINING UNIT

List all courses, term and whether regular or overload taught with the full-time bargaining unit since you left the CAS Bargaining Unit (refer to article 13.6.1.3)							
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over

SECTION D: APPLICANTS ENTERING THE CAS BARGAINING UNIT

List all courses, term and whether regular or overload taught with the full-time bargaining unit during this year and the previous academic year (refer to article 13.6.1.4)							
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over
Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over	Term:	Reg/Over

Office Use Only:

Member/Applicant to submit completed form to:

Each faculty/ department/program in which they wish to be considered (regardless of number of sections completed) and Faculty Relations Office (only if Section C or D completed)