

Information Session – March 21, 2023 – ZOOM CHAT Q&A – Responses from WLUF

Q: Should this information be listed in point form or prose?

A: Prose

Q: We would need to know what each of the questions / fields are ahead of time to have a Word document prepared to be able to copy and paste. I am hoping a summary is available somewhere.

A: Forms are included in the Collective Agreement available on the WLUF website

Q: Do we have to enter these for all of the courses together or for each separate course?

A: For each posted course.

Q: Specific skills but the form talks about 'qualifications'. Is there a difference?

A: Refer to job posting requirements and qualifications. Include any qualifications or requirement that apply or direct them to applicable areas of your dossier in your official file.

Q: What counts as a 'qualification'? Something that can be proven via a certificate? How do 'qualifications' differ from 'skills' or 'competencies'?

A: Refer to job posting requirements and qualifications. Include any qualifications or requirement that apply or direct them to applicable areas of your dossier in your official file.

Q: Are the application forms: PCAF AND CAF also used by instructors who have never taught at WLU?

A: Only the CAF would be for those never teaching before or external applicants. There should be a link in the posting to the CAF.

Q: Long shot here, but do we by chance have any input yet on the actual scheduling of courses we apply for (re: the Lecturer Appointments)?

A: No

Q: Where do we add our publications?

A: That would be in additional documents to upload or on your CV

Q: If we miss the 5 day posting deadline for internal applications, can we still fill out the external forms with the 2 week deadline?

A: Yes, you would have to apply for each course individually

Q: As a newly hired instructor, if I happen to not get a course to teach in for example the next 6 to a year, will the points I had accumulated still be in the system? In other words how long does the WLU keep the accumulated points so that anytime one applies the points automatically adds to the previous?

A: All seniority points are maintained for a period of 36 months following the end of your last teaching appointment.

Q: Those who do not have seniority, my interpretation is after April 15th, will be our opportunity to fill out the form. Did I interpret that correctly?

A: That is correct. All courses will be posted prior to or before June 1st.

Q: Are requisition numbers a required field for the PCAF? If we are simply declaring the courses we are interested in teaching, how do we find a requisition number? (a number normally associated with an official job posting, no?) Maybe I've misunderstood...

A: You can only apply for posted jobs, which would then have a req ID#

Q: On the roster form we used to indicate interest in teaching a course, before anything was posted. So this is no longer?

A: You can only apply for posted jobs, which would then have a req ID#

Q: Basic question from a newer SL: How many courses do we need to teach to have any "seniority"? Is one course = 1 seniority point? (And if the university cancelled a course on us last-minute, do we gain any seniority towards that un-taught course?)

A: Seniority points are awarded for each course that you teach and are awarded at the end of the term in which you taught the course. They are course specific. If the University cancels an appointment to teach a course no point is awarded. Further information regarding seniority points is contained in Article 13.7.1 and cancellation information is in Article 13.9.

Q: Could you clarify how many forms total we are filling out: 1 for seniority, 1 PCAF and 1 CAF? and, when additional courses come up after April 5th or 15th, we have to do a CAF?

A: For the most part it would be two or three. Our understanding is the TISC is the first form for those Member who hold Seniority Status and needs to be completed by April 15th.

The next step will be once you receive an email from your Department/Faculty/Program advising of the courses available that are being posted. At that time you will have 5 days to fill out the PCAF/CAF. The PCAF is for multiple courses posted in a single department and that form will go right into the CAF form for each course listed on the PCAF for additional information for that course.

If you miss the 5 day window then you will have to apply to each course posted using the CAF. If additional courses are posted after the email is sent or after the June 1st deadline for postings (Fall/Winter) then you will have to apply to those courses using the CAF. Our understanding is that there will be a link in the job postings to the CAF.