

Email to CTF Members regarding the new application process

The 2022-2025 Contract Teaching Faculty (CTF) Collective Agreement was ratified as of November 29, 2022. You will find a copy of the collective agreement on the WLUFAs website here ([CTF-2022-2025-Collective-Agreement-PRINT-VERSION-PENDING.pdf \(wlufa.ca\)](#)) and on Connect here [wlufa-collective-agreement-part-time.pdf \(sharepoint.com\)](#). The collective agreement at these links still requires formatting for the print version and indicates "Print version pending" on the pages.

WLUFAs also agreed to a Letter of Understanding #001-2023 that was necessary to address Collective Agreement timeline changes, that LOU can be found here [http://www.wlufa.ca/wp-content/uploads/2023/01/LOU-01-2023-Standing-appointments-lecturer-transition\\_dm-signed.pdf](http://www.wlufa.ca/wp-content/uploads/2023/01/LOU-01-2023-Standing-appointments-lecturer-transition_dm-signed.pdf)

This communication is to highlight the changes in the application process for courses and includes information on the new Lecturer and Senior Lecturer Appointments. Articles and Appendices references are included so you can refer to the collective agreement.

#### Application process:

The application process has been streamlined into two stages with the aims of reducing the application workload and to provide applicants a consistent means of being ranked for courses.

- Members with **seniority status** may submit a Teaching Intention for Seniority Courses (TISC) form in April rather than a roster application. (No cover letter or teaching dossier to be submitted.) Members **MUST** submit a TISC to be considered for courses in which they have a right of first refusal.
- For **posted courses**, Members may submit ONE application called a Posted Courses Application Form (PCAF) for ALL the posted courses they wish to teach. Members elaborate on their qualifications for each course via a Candidate Application Form (CAF) in which they submit information directly aligned with questions in the revised Appendix H, which the PTAC uses to rank candidates.

The new application process is under a one-year pilot effective for hiring for the 2023-2024 academic year (September to August). Feedback on the new process and forms will be reviewed by the Joint Liaison Committee.

- The roster application form is no longer in the collective agreement. The roster has been replaced with a **Teaching Intention for Seniority Courses (TISC)** form (Appendix F) and a **Posted Courses Application Form (PCAF)** (Appendix G) (Article 13.5.4).
  - **TISC:** This form is for Members with seniority status who wish to exercise their right of first refusal under 13.7.3 **prior** to the posting of courses under 13.4. It is used only for those courses in which the Member has **seniority status** and that they want to teach in the next academic year. It is not to be used for courses in which the Member does not have seniority status. If the Member wants to submit a TISC form, then they shall send one to each Faculty, department, area, and/or program by 23:59 Eastern Time on April 15.

- **PCAF:** Members may submit a single PCAF for **all posted** courses that they are interested in teaching in a department, program, area, or Faculty. The PCAF is due within 5 days of the email notice of postings under Article 13.4.1. The PCAF cannot be submitted prior to courses being posted.
- **Candidate Application Form (CAF):** This form is required for **each posted** course Members and external applicants wish to be considered for teaching. Where courses have been listed on the PCAF, the CAF will form part of the PCAF application.
- How do I submit the TISC and PCAF?
  - A link to the TISC will be on each department website. The link is to a Qualtrics form which, when completed and submitted, will be sent to the department.
  - A link to the PCAF will be included in the email notice of posted courses under Article 13.5.4. The link is to a Qualtrics form which, when completed and submitted, will be sent to the department.
- What if I don't submit a TISC and/or PCAF?
  - Members who do not submit a TISC or PCAF may make a single application to the course posting by the deadline date listed on the posting. This application will include the CAF and any other materials listed as required or optional in the job posting.
  - Single applications to postings are made via the Career Portal. A link to the CAF will be included in the job posting. The link is to a MS WORD document that will be used by both internal and external applicants. Applicants will complete, save, and then upload the CAF to the Career Portal with the aforementioned documents.
- What if another section of a course is posted after I submitted my PCAF?
  - If another section of a course is posted after you have submitted the PCAF, then you can email the department/program indicating the Posting ID, course code, section number, and course title of the section that you wish to be added to your PCAF. You do not need to complete another CAF, as you will have already included the course on the PCAF.
- What if a course is posted after I submitted my PCAF?
  - If, after you have submitted your PCAF, a course is posted that you did not list on your PCAF, then you will need to apply for the course via the Career Portal using the CAF.
- I submitted a TISC, but can I also submit a PCAF for posted courses that I want to teach but in which I don't have seniority status?
  - Yes, if you have submitted a TISC, then you can also apply for courses in which you don't have seniority status.
- What should I do if I submitted a TISC, but did not include a posted course in which I have seniority status and that I now want to teach?
  - If a course is posted in which you have seniority status, but you did not include that course on your TISC, then you will need to make a single application to the posting via the Career Portal.

#### Appendix H

- Appendix H has been revised to align with the order of the information provided on the Candidate Application Form (CAF).
- Appendix H is included with the one-year pilot along with the TISC, PCAF, and CAF.

### Lecturer Appointments and Seniority Lecturer Appointments:

The Standing Appointments in the previous collective agreement have been replaced with new Lecturer and Senior Lecturer Appointments. Previously, the collective agreement said there were to be a minimum of 35 Standing Appointments "available". Now there **will** be a minimum of 25 Lecturer Appointments and a minimum of 10 Senior Lecturer Appointments "awarded". Eligibility for Lecturer Appointments is reduced to 20 seniority points (from 30 for the former Standing Appointments). And renewal of the Lecturer Appointments is more "automatic" than it was for Standing Appointments.

### **Differences between the Lecturer Appointments and the former Standing Appointments:**

- LAs require a minimum of 20 seniority points (SAs required a minimum of 30 points)
- LAs are three-year, automatically renewable appointments
- LAs have a guaranteed course load of 3, 4, or 5 courses per year
- There **will** be a minimum of 25 LAs awarded

### **Senior Lecturer Appointments:**

- require a minimum of 30 seniority points
  - five-year, automatically renewable appointments
  - guaranteed course load of 6, 7, or 8 courses per year
  - There **will** be a minimum of 10 SLAs awarded
  - PER to a maximum of \$1200/year
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- Where possible, Members currently holding Standing Appointments who apply, will have those appointments converted to Lecturer or Senior Lecturer Appointments. If a Member with a Standing Appointment with a 6-course load receives a Lecturer Appointment, that Lecturer Appointment will also have of 6-course load if possible.
  - **Lecturer Appointment:** The appointment process is outlined in Article 13.7.4. There will be a minimum of 25 Lecturer Appointments.
    - Teaching load: Lecturer Appointment are for a 3, 4, or 5 non-course specific load.
    - Length of appointment: The appointment is a 3-year renewable appointment.
    - Appointment process: The timelines in the collective agreement for these appointments are during the Fall term. For **Winter 2023 only**, the following timelines have been negotiated with WLUFA.
      - By March 1, Members eligible for a Lecturer Appointment will be notified of programs/departments that have capacity for a Lecturer Appointment.
      - By April 1, these Members may apply if they want to be considered for a Lecturer Appointment.
      - By May 5, PTACs will advise each Member who applied of its recommendation to the Dean.
      - By May 26, the Dean will advise the Member and the Chair of their decision.
  - **Senior Lecturer Appointment:** The appointment process is outlined in Article 13.7.5. There will be a minimum of 10 Senior Lecturer Appointment.

- Teaching load: Senior Lecturer Appointments are for a 6, 7, or 8 non-course specific load.
- Length of appointment: The appointment is a 5-year renewable appointment.
- Appointment process: The timelines in the collective agreement for these appointments are during the Fall term. For **Winter 2023 only**, the following timelines have been negotiated with WLUFA.
  - By January 24, Faculty Relations will notify Members who are eligible for a Senior Lecturer Appointment of their eligibility and send this list to the Dean.
  - By February 21, the Dean will notify the eligible Members and PTACs of the number of appointments that will be available.
  - By March 21, these Members may apply if they want to be considered for a Senior Lecturer Appointment.
  - By May 5, PTACs will advise each Member who applied of its recommendation to the Dean.
  - By May 25, 2023, the Dean will inform the Chair and the Member of their decision.
- If I apply for a Senior Lecturer Appointment, do I also have to apply for a Lecturer Appointment?
  - No. Any Member who applies for a Senior Lecturer Appointment, but does not receive that appointment, will automatically be considered for a Lecturer Appointment if one is available.