

WHAT'S NEW
IN THE COLLECTIVE AGREEMENT
BETWEEN WILFRID LAURIER UNIVERSITY AND
WILFRID LAURIER UNIVERSITY FACULTY
ASSOCIATION FOR CONTRACT TEACHING
FACULTY AND PART-TIME LIBRARIANS
SEPTEMBER 1, 2022 – AUGUST 31, 2025

ARTICLE 13

Appointment of
Contract Faculty

March
2023

CONTRACT FACULTY COURSE **APPLICATION PROCESS**

SENIOR LECTURER
APPOINTMENTS (SLA)

LECTURER
APPOINTMENTS (LA)

SENIORITY
APPLICANTS
(TISC)

POSTED
COURSES
(PCAF)
(CAF)

As courses are assigned to Members via the PTAC and Administration processes fewer and fewer courses are posted.

The next slides will explain the process starting with the TISC application as well as the PCAF and CAF forms

TISC

Members with
Seniority

Receive email
and link to online
form:
March 15

TISC ↓ FORM

Select all courses
you want to
teach



TISC deadline for
next academic
year:
April 15

PCAF+CAF

All Posted
Courses

Receive email of all relevant
courses in your department
prior to or on:
FEB 1 - Spring
JUN 1 - Fall/Winter
OCT1 - Remaining Winter

PCAF ↓ FORM

Submit a single application
for multiple posted courses
that you are qualified to
teach

CAF ↓ FORM

Submit an application for
each course applied for in
PCAF or if applying
individually for a course

CAF

All Posted
Courses

Receive email of all relevant
courses in your department
prior to or on:
FEB 1 - Spring
JUN 1 - Fall/Winter
OCT1 - Remaining Winter

CAF ↓ FORM

Submit an application for if
applying to individual
courses

POSTING OF POSITIONS

Application Timelines:

1. Appointments shall be made only after positions have been posted for at least **15 calendar days** on the University's website.
2. Notices for Spring term, intersession and summer session courses shall be posted on or before **February 1**; and for Fall and Winter term courses and for 2-term Fall/Winter courses on or before **June 1**. If Winter term courses become available for CTF after June 1, notices shall be posted no later than **October 1**.
3. The **deadline** for applications shall be at least **15 calendar days** from the date of posting. No offer of appointment shall be made before the application deadline.

POSTING OF POSITIONS

4. Should a position become open after the dates specified in 13.4.3 the Department Chair or designate, shall inform qualified Members of the availability of the course and enquire if they are available for the appointment. If the notification is **more than 30 days before the start of term**, the Members have **5 days** to reply.
5. If the notification is **less than 30 days** before the start of term the Members have **2 days** to reply.
6. Subject to terms on seniority, the position shall be offered to the best qualified Member who applies for the position. If there are no qualified Members available, the position may be offered to the best qualified external applicant

POSTING OF POSITIONS

7. Should a position become open **within 10 days** before the beginning of term or **after a term** has commenced, the PTAC or the Department Chair or equivalent may recommend an appointment to the Dean without posting the position.

The Department Chair or designate shall inform Members who have taught the course before giving the Member **48 hours** to reply.

8. Subject to seniority, the position shall be offered to the best qualified Member who is available for the position. If there are no qualified Members available, the position may be offered to the best qualified external candidate.

The Dean shall notify the Association with a copy to Faculty Relations of the appointment of a CTF Member, within **5 days** of the appointment.

APPOINTMENT OF INTERNAL CONTRACT FACULTY - APPLICATION FOR A POSITION

Senior Lecturer Appointments

1. Effective September 1, 2023, the University will appoint a minimum of 10 Senior Lecturers. Such appointments will be made at the discretion of the Dean.
2. Members with seniority status who have accumulated a **minimum of 30 seniority points**, excluding points accrued for labs and tutorials, and who have taught a minimum of 30 one-term courses or equivalent over the past 5 academic years, except for breaks for the purpose of fulfilling a Limited Term Appointment or for leaves are eligible to apply for a Senior Lecturer Appointment (SLA).

APPOINTMENT OF INTERNAL CONTRACT FACULTY - APPLICATION FOR A POSITION

Senior Lecturer Appointments

3. The deadline for application is October 15 (March 21, 2023 for this year only). PTAC (Part Time Application Committee) will have until February 15 (May 5, 2023 for this year only) to review the applications and report their findings to the Dean. By March 15 (May 25 for this year only) the Dean will notify the Department Chair and the Member of their decision.
4. If the SLA position is not granted the Member will automatically be entered into consideration for a Lecturer Appointment (LA) in a related area.

APPLICATION FOR LECTURER APPOINTMENTS (LA)

FORMERLY STANDING APPOINTMENTS

1. Members with seniority status may be eligible for a renewable 3-year Lecturer Appointment.
2. Members with seniority status who have accumulated a minimum of 20 seniority points, excluding points accrued for labs and tutorials, and who have taught a minimum of 3 one-term courses or equivalent in each of the past 3 academic years, except for breaks for the purpose of fulfilling a Limited Term Appointment or for leaves under Articles 18.6 and 26, are eligible to apply for a Lecturer Appointment.
3. Eligible Members who are interested in a Lecturer Appointments must apply in writing no later than March 15 to their Dean who will forward the application(s) to the departmental/program PTAC.

APPLICATION FOR LECTURER APPOINTMENTS (LA) ***FORMERLY STANDING APPOINTMENTS***

4. PTAC must put forward their recommendations to the Dean by April 15th, 2023. The Dean shall inform the Department Chair and the Member of their decision, and the number of courses associated with the Lecturer Appointment, within 20 days of the receipt of the recommendation of the PTAC

5. The Dean shall inform the Department Chair and the Member of their decision, and the number of courses associated with the Lecturer Appointment, within 20 days of the receipt of the recommendation of the PTAC

*Additional LOUs such as Dean appointments for both SLA and LA positions pending.

GOING THROUGH THE PROCESS

TISC – PCAF – CAF

These are all Qualtrics fillable forms

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.

TEACHING INTENTION FOR SENIORITY COURSES (TISC) – STEP BY STEP

Members with seniority status who wish to exercise their right of first refusal prior to the posting of courses shall submit a Teaching Intention for Seniority Courses (TISC) Form.

Members shall submit a TISC Form for each campus, Faculty, department, area, and/or program in which they wish to be considered.

TEACHING INTENTION FOR SENIORITY COURSES (TISC) – STEP BY STEP

Members shall send in their TISC Form(s) electronically and all TISC Form(s) are to be received by **23:59 Eastern Time on the April 15 deadline** and will be acknowledged by return email.

- *Due to a current delay in TISC notification, WLUFAs are requesting that this deadline be amended to reflect the date of **actual** Member notification and when proper emails are provided.*

Members with seniority status who do not submit a TISC Form may apply for courses as they are posted and, if they do, they shall be considered under the terms of 13.7.3.

TEACHING INTENTION FOR SENIORITY COURSES (TISC) – STEP BY STEP

All Contract Faculty will receive an **email with a link** to fill out their TISC. Similar to the Roster, the TISC application will allow Members to apply for all courses they have Seniority Status in and wish to teach.

Seniority status in brief:

- (a) the Member has accrued at least 3 seniority points in a course or substantially similar course;
- (b) at least 24 months have passed since the Member first began teaching the course;
- (c) the Member has not had a break in service of 5 or more consecutive academic terms if the Member's points in the course were all accrued in one term.

EXAMPLE OF A TISC APPLICATION

Let's Take a Look

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.

Lazaridis School of Business & Economics

CTF Appendix F: Teaching Intention for Seniority Courses Form (TISC)

Due before: April 15th, 23:59 (Eastern Time)

Applicant

Name :

Laurier Email Address :

Laurier ID Number :

Instructions

Members who wish to exercise their right of first refusal for courses in which they have seniority status under 13.7.2 prior to the posting of courses under 13.4, shall submit a Teaching Intention for Seniority Courses Form (TISC Form). The form shall be submitted by April 15, 23:59 Eastern Time. Otherwise, Members may apply for courses as they are posted. Members shall submit a separate TISC Form for each campus, Faculty, department, area, and/or program in which they wish to be considered.

Please ensure that you have all of the information you need to complete this form. You should complete the form in one sitting. If your authentication expires, you may have to start the form again from the beginning.

If you need to update this form at a later date, you'll have to resubmit the complete form. Only your most recent form submission will be accepted.

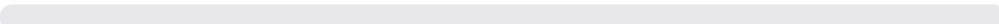
What you will need

- Your personal information like your name, Laurier ID number, contact information, and the PTAC you are submitting to.
- Your availability to teach including term and campus.
- A list of courses you have seniority status in that you are interested in teaching. For cross-listed courses, please treat them as separate courses (e.g. BI346 and CH351). You can find this information in your most recent Seniority Statement issued by Faculty Relations.

Are you ready to complete this form?

Yes



0%  100%

Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Personal Information

Firstname

Lastname

Laurier ID Number

Laurier Email Address

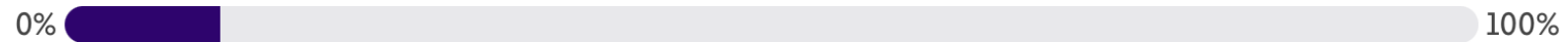
Department /Program /Area

Phone Number (preferred)

Phone Number (alternate)

Phone Number (alternate)

Dates Unavailable for Contact (if any)



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Availability Information

Name : [REDACTED]

Laurier Email Address : [REDACTED]

Laurier ID Number : [REDACTED]

Terms Available

- Fall Term (September to December)
 - Winter Term (January to April)
 - Spring/Intersession/Summer Term (May to August)
-

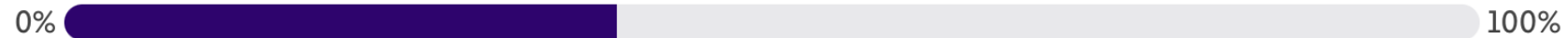
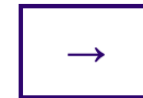
Campus Availability (select one)

Note: You must submit a separate TISC Form to the PTAC on each campus at which you wish to be considered for appointments.

- Waterloo
 - Brantford
 - Kitchener
 - Toronto
 - Milton
-

How many courses, **in which you have been granted seniority status**, are you interested in teaching in the upcoming academic year?

Note: This reflects the numerical count of the total courses (e.g. 3). You will enter the specific course codes in a later field.



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

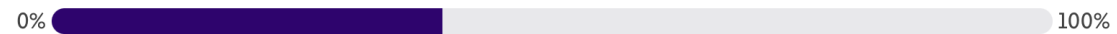
Campus Availability (select one)

Note: You must submit a separate TISC Form to the PTAC on each campus at which you wish to be considered for appointments.

- Waterloo
- Brantford
- Kitchener
- Toronto
- Milton

How many courses, **in which you have been granted seniority status**, are you interested in teaching in the upcoming academic year?

Note: This reflects the numerical count of the total courses (e.g. 3). You will enter the specific course codes in a later field.



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Availability Information

Name : [REDACTED]

Laurier Email Address : [REDACTED]

Laurier ID Number : [REDACTED]

Terms Available

- Fall Term (September to December)
 - Winter Term (January to April)
 - Spring/Intersession/Summer Term (May to August)
-


Campus Availability (select one)

Note: You must submit a separate TISC Form to the PTAC on each campus at which you wish to be considered for appointments.

- Waterloo
- Brantford
- Kitchener
- Toronto
- Milton

Course 1 of 5

Subject Code

BU 

Course Code

1234

Type / Delivery Mode

Lecture 

I have seniority in this course:

Yes


No



0%  100%

Course 2 of 5


Subject Code

BU 

Course Code

998

Type / Delivery Mode

Tutorial 

I have seniority in this course:

Yes

No



0%  100%

Course 3 of 5

Subject Code

EC

Course Code

787

Type / Delivery Mode

Lab

I have seniority in this course:

Yes

No


←

→

0%  100%

Course 4 of 5


Subject Code

MB 

Course Code

234

Type / Delivery Mode

Online 

I have seniority in this course:

Yes

No



0%  100%

The progress bar is a horizontal bar with a dark blue segment on the left and a light grey segment on the right. The dark blue segment represents approximately 25% of the total length.

Course 5 of 5

Subject Code

MGTA ▾

Course Code

222

Type / Delivery Mode

Lecture ▾

I have seniority in this course:

Yes


No



I, [REDACTED], confirm that the information submitted in this form is correct to the best of my knowledge.

Yes

Click to write the question text

I'm not a robot 
reCAPTCHA
Privacy - Terms



0%  100%

Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Thank you for completing the TISC Form.

Your submission has been received and a copy has been sent to your Laurier email address.



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

CTF Appendix F: Teaching Intention for Seniority Courses Form (TISC)







○ Laurier Qualtrics Form <noreplyqualtrics@wlu.ca>
To: 

Today at 1:39 PM

CTF Appendix F: Teaching Intention for Seniority Courses Form (TISC)

Personal Information

Firstname	
Lastname	Poirier
Laurier ID Number	
Laurier Email Address	
Department /Program /Area	Business/Accounting
Phone Number (preferred)	
Phone Number (alternate)	
Unavailable Days to Contact	

Availability

Term(s)	Fall Term (September to December), Winter Term (January to April), Spring/Intersession/Summer Term (May to August)
Campus	Waterloo
Course(s)	BU999–Lecture BU998–Tutorial EC787–Lab MB234–Online MGTA222–Lecture

If you need to update this form at a later date, you'll have to [resubmit the form](#). Only your most recent form submission will be accepted.

Your TISC has been received.

POSTED COURSES APPLICATION FORM (PCAF)

Courses **not assigned to Members with seniority status** through the **Teaching Intention for Seniority Courses (TISC)** process shall be posted in compliance with 13.4.

Members may submit a single **Posted Courses Application Form (PCAF)** for **all posted courses** they are interested in teaching in a department, program, area or Faculty.

Otherwise, Members may apply for posted courses that they are qualified to teach by submitting a separate application for each course.

POSTED COURSES APPLICATION FORM (PCAF)

Members shall submit a PCAF for **each** campus, Faculty, department, and/or program in which they wish to be considered, for relevant courses.

Members shall send in their PCAF(s) electronically and the deadline for submission is 23:59 Eastern Time **5 days** after the receipt of the email of the posted course's availability. Receipt of the form shall be acknowledged by return email.

POSTED COURSES APPLICATION FORM **(PCAF)**

The PCAF consists of the Member's curriculum vitae, a candidate application and any other materials listed as optional in the job posting and submitted by the Member.

Once the PCAF has been submitted Members will automatically be presented with a corresponding CAF (Appendix Y) for all the posted courses they are applying for. (more on this later)

If a department posts additional courses after a Member has submitted their PCAF, the Member can refer the PTAC to their most recent PCAF via email, noting the additional course(s) they are applying for.

POSTED COURSES APPLICATION FORM **(PCAF)**

Members who submit a PCAF shall be considered for courses listed on their PCAF without further application.

Let's take a look

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.

Lazaridis School of Business & Economics

CTF Appendix G: Posted Courses Application Form (PCAF)

Due before: <Date of Notice + 5 days>, 23:59 (Eastern Time)

Applicant

Name : ██████████

Laurier Email Address : ██████████

Laurier ID Number : ██████████

Instructions

Members who wish to submit a single application for multiple posted courses (including labs and tutorials) in a program or department that they are qualified to teach shall submit this form by the date and time listed above. Otherwise, Members may apply for posted courses that they are qualified to teach by submitting a separate application for each course through the Applicant Tracking System that will include submitting Appendix I, the CAF. Members shall submit a PCAF for each campus, Faculty, department, and/or program in which they wish to be considered, for relevant courses.

Section A – To be completed by all applicants.

Section B – To be completed only by applicants who were formerly members of the CTF Bargaining Unit and are now returning to the Bargaining Unit after a period of employment with the Full-time Bargaining Unit (e.g. LTAs).

Section C – To be completed only by applicants who are new to the CTF Bargaining Unit and whose previous employment has been only with the full-time bargaining unit (e.g. full-time professor retirees).

Declaration – To be completed by all applicants.

If you complete either sections B or C than Faculty Relations will receive a copy of this form to provide a record of courses taught within 10 days of receipt.

Please ensure that you have all of the information you need to complete this form. You should complete the form in one sitting. If your authentication expires, you may have to start the form again from the beginning.

If you need to update this form at a later date, you'll have to resubmit the complete form. Only your most recent form submission will be accepted.

What you will need

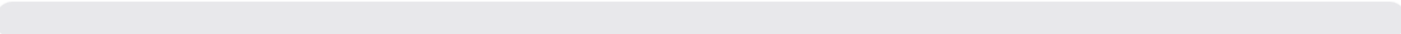
- Your personal information like your name, Laurier ID number, contact information, and the PTAC you are submitting to.
- A copy of your most recent CV, any other documents required within the postings, and any optional documents you want the PTAC to consider.
 - Files should be in PDF format
 - Your CV file should be named: [REDACTED]
 - Your optional files should be combined into one file.
 - Your optional file should be named [REDACTED]
 - **Note: If your filenames are not properly named, you will have to restart the form!**
- Which campus you are applying to and a list of posted courses (including course code, section number, the course title, and the requisition ID number) that you are interested in teaching.
- The information required by Appendix I: Candidate Application Form (CAF), including a description of:
 - Your academic and professional qualifications (250-word maximum).

- Your competency to teach each posted course (200-word maximum per course).
 - Your teaching qualifications (750-word maximum).
 - Any other qualifications and experiences that are relevant to the course(s) (750-word maximum).
-

Are you ready to complete this form?

Yes



0%  100%

Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Section A: All Members /Applicants
Personal Information

Firstname

Lastname

Laurier ID Number

Laurier Email Address

Department /Program /Area

Phone Number (preferred)

Phone Number (alternate)

Dates Unavailable for Contact (if any)

Wilfrid Laurier University is committed to employment equity and values diversity. Members of designated groups (women, Indigenous peoples, persons with disabilities, members of visible minorities, and individuals of non-heterosexual orientation or gender identity) must self-identify to the appropriate Dean(s) to be considered for employment equity.

Current CV in one file

- Your file should be in PDF format.
- Your file should be named [REDACTED].pdf
- If you need to combine files into one PDF file, try using the [CombinePDF website](#), it's free.
- **If your file doesn't meet these criteria, you will have to restart the form!**

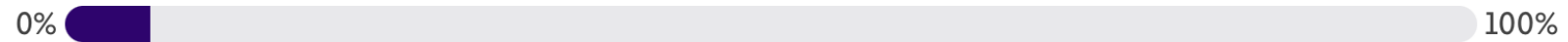
Drop files or click here to upload

Optional document(s) specified in each job posting.

(Please use this field to describe what optional documents you are providing. The option to upload your optional files will display if this field is completed.)

Optional document(s) specified in each job posting.

(Please use this field to describe what optional documents you are providing. The option to upload your optional files will display if this field is completed.)



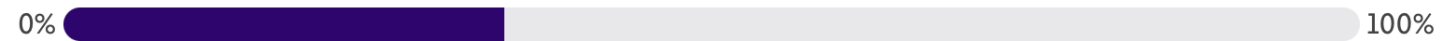
Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

CV Filename Verification

Expected Filename: ██████████.pdf

██████████.pdf



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy



Campus (select one)

Note that you must submit a PCAF Form to the PTAC on each campus at which you wish to be considered for appointments.

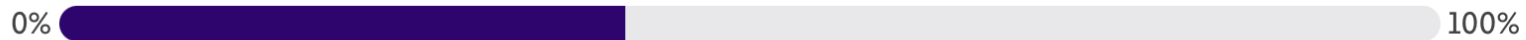
- Waterloo
- Brantford
- Kitchener
- Toronto
- Milton

How many posted courses are you interested in applying for which you have the qualifications?

Note: This reflects the numerical count of the total courses (e.g. 3). You will enter the specific course codes in a later field.

Does either of these situations apply to you?

- I was a CTF member who moved to the full-time bargaining unit (e.g. LTA) and I am now returning to the part-time bargaining unit. I have to complete Section B of the PCAF form.
- I have never been a CTF member, but my initial appointment was with the full-time bargaining unit and I am now applying for positions within the part-time bargaining unit. I have to complete Section C of the PCAF form.
- Neither

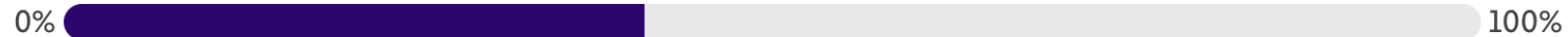


Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Does either of these situations apply to you?

- I was a CTF member who moved to the full-time bargaining unit (e.g. LTA) and I am now returning to the part-time bargaining unit. I have to complete Section B of the PCAF form.
- I have never been a CTF member, but my initial appointment was with the full-time bargaining unit and I am now applying for positions within the part-time bargaining unit. I have to complete Section C of the PCAF form.
- Neither




Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Course 1 of 2

Subject Code

BU 

Course Code

122

Course Section

A

Requisition ID Number

123456

Declaration: I have read the current calendar description for this course and I believe I am qualified to teach this course.

Yes

No



0%  100%

The progress bar consists of a dark blue segment on the left and a light grey segment on the right. The dark blue segment represents the current progress, which is approximately 25% of the total length.

Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Course 2 of 2

Subject Code

BU 

Course Code

144

Course Section

B

Requisition ID Number

456789

Declaration: I have read the current calendar description for this course and I believe I am qualified to teach this course.

Yes

No



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

POSTED COURSES **APPLICATION FORM (PCAF)**

With this new digital, Qualtrics application process, course applications will no longer be physically printed, filled out and uploaded.

The new digital process will allow the PTAC greater flexibility when reviewing applications since they will be pre-sorted, digitally rendered and easily accessible for the purposes of the PTAC.

CANDIDATE APPLICATION **FORM (CAF)**

CAF applications will vary in complexity based on individual Members

For Members who teach multi-section courses this process will be a simple cut and paste. WLUFA suggests you keep a copy of each field entry for future use.

For Members applying on new courses, there will be more time devoted to the process. Remember that there is a word limit to each section of the application. Be succinct.

CANDIDATE APPLICATION FORM (CAF)

CAFs are available to external applicants through the posting.

All applications for appointments to teach courses shall consist of a **candidate application form** (Appendix Y), and shall include a current curriculum vitae with current contact information. Applicants shall apply electronically.

Applications must be received by 23:59 Eastern Time on the date on the posting.

CANDIDATE APPLICATION **FORM (CAF)**

For Members who apply for positions, the Member's Official File, including the record of employment, teaching and other evaluations, if applicable, shall be accessible to the PTAC.

The Department Chair, or equivalent, requests access to the Member's Official File through the office of the Academic Dean. Only this documentation, evaluations of a Member's performance under Article 10, and any material, submitted by the Member shall be used in assessing the application.

CANDIDATE APPLICATION **FORM (CAF)**

Let's Take a Look

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.

Lazaridis School of Business & Economics

CTF Appendix I: Candidate Application Form (CAF)


Instructions


Candidates shall submit a CAF with each PCAF (13.5.4, Appendix F). If a candidate is applying to an individual course posting, this form shall be submitted by the deadline listed in the course posting. Refer to Appendix H for further guidance about completing this form and how this form will be scored.

Notes

- This form shall be submitted in a University-approved format as listed in the posting.
- There is a 4-page total limit on the responses to all of Questions 1, 3 and 4.
- There is a limit of 200 words for each course listed under Question 2.

Applicant

Applicant Name : 

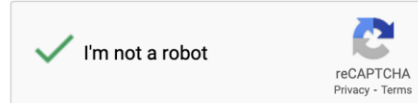
Laurier Email Address : 

Laurier ID Number : 

I, [REDACTED] confirm that the information submitted in these forms is correct to the best of my knowledge.

Yes

Click to write the question text



0%  100%

Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy



Thank you for completing the PCAF and CAF Forms.

Your submission has been received and a copy has been sent to your Laurier email address.



Collecting, Using and Sharing Personal Information

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, visit wlu.ca/privacy

Combined CTF PCAF and CAF



Laurier Qualtrics Form <noreplyqualtrics@wlu.ca>

Today at 2:28 PM

To: [Redacted]

Combined CTF Appendix G and I: Posted Courses Application Form (PCAF) with the Candidate Application Form (CAF)

Personal Information

Firstname	[Redacted]
Lastname	[Redacted]
Laurier ID Number	[Redacted]
Laurier Email Address	[Redacted]@wlu.ca
Department /Program /Area	Business/Accounting
Phone Number (preferred)	333-444-5567
Phone Number (alternate)	
Unavailable Days to Contact	

Files Uploaded

- Current CV: [Redacted].pdf
- Optional:

Posted Courses Applied For

Campus	Waterloo
Course(s)	BU122-A (Req #123456) BU144-B (Req #456789)

Posted Courses Applied For

Campus	Waterloo
Course(s)	BU122–A (Req #123456) BU144–B (Req #456789)

Academic and professional qualifications

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
 EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
 XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
 TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
 TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTT
 EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
 XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
 TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

Teaching qualifications not specific to the course(s)

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
 EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
 XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
 TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
 TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTT
 EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
 XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
 TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

>>> BU144-B (Req #456789)

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

Other qualifications and experience relevant to the course(s)

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
EXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTE
XTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEX
TTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

Please Note

If you need to update this form at a later date, you'll have to [resubmit the form](#). Only your most recent form submission will be accepted.

Your PCAF and CAF(s) have been received.

QUESTIONS

