Zoom Chat Questions from WLUFA Contract Faculty Information Session – March 29th, 2023

Q. Can we clarify some of these Acronyms? TISC, PCAF, CAF, etc

A. TISC – Teaching Intention for Seniority Courses, PCAF – Posting Courses Application Form, CAP – Candidate Application Form.

Q. What constitutes 'seniority'?

A. Seniority Courses are courses a Member has been granted Seniority Status in.

Q. Does this mean that we do not need to submit a teaching dossier with the TISC?

A: Not with TISC. – The PCAF will require this and other documents.

Q: How many points are required to qualify for seniority status?

A: This is in Article 13.7.1 – short answer 3 points in not less than 24 months and PTAC accesses the next time you teach it or another course at the same level or mode

Q: Just to clarify, we complete a TISC for every campus that we are available to teach? ie. a TISC to teach on waterloo campus, a TISC for Brantford, a TISC for online, etc?

A: Yes as long as you have seniority status.

Q: I assume that is all those courses listed on your seniority status form that says: Date Seniority Status Granted.

A: Yes

Q: Do we need to submit another cv if we sent one in last year?

A: Yes, as you probably have it updated

Q: Is there a reference for the titles/format needed for the CV?

A: No, but that would be a chair question

Q: is this where a teaching dossier would go?

A: Yes, in the "optional documents" section.

Q: What is the due date for PCAF?

A: 5 days after you received the email from your department/program/area notifying of the courses that will be posted.

Q: If there are multiple sections of the same course listed do we list them on the form individually or just once?

A: Individually

Q: What happened to the competency/teaching qualifications/other qualifications and the word count limits…did I miss where this was to be entered in the PCAF?

A: It is on the CAF form.

Q: So, if we're applying for only ONE course that's been posted and where we do NOT have seniority, we only need to complete the CAF, and not the PCAF, correct?

A: YES

Q: Isn't all this info one the CV already?

A: It is, but the info here gets sent from PCAF to Appendix H – so use the allotted word counts to explain each section.

Q: Can you clarify…candidates must submit a CAF with each PCAF? Isn't the CAF simply for courses that are posted later, as they come available, and after the typical deadlines??

A: For the first round of postings. It is both then if there are late postings then just the CAF

Q: re PCAF/CAF: what would prevent CTF from simply writing 'kindly refer to my CV' for each text box rather than copying and pasting a series of shorter versions of their CV?

A: The info here gets sent from PCAF to Appendix H – so use the allotted word counts to explain each section

Q: How is 'qualifications' being defined? Education, certificates, etc that we can 'prove' or does it also include competencies etc? Will all PTACs be using a common definition/understanding of this word? How will WLUFA ensure this?

A: Department Rubrics are still used – they create the basis of the CV/PCAF/CAF submissions in our estimation, the difference now is on top of Appendix H, WLUFA will also receive all supporting documentation which would include a department rubric.

Q: Are we now going to go through this process each term? We are no longer doing this once per year and having our courses assigned by the end of the summer so we can plan a full year's workload and finances?

A: The posting dates and times in the CA haven't changed. What has changed is that you will apply for the posted courses as they are posted. When the roster was used – that was your application to courses that may not have ever been posted or were posted. Contract Faculty had to guess what might be available.

Q: A lot of this meeting has been spent walking us through the relatively straightforward 'process' components of this process. What I'd like more information about is what is required/expected in those text boxes.

A: Additional information sessions are being created with the next one focusing on the changes to Appendix H in the Collective Agreement. For more context about what is required in the text boxes it is suggested that Members consult the rubric on the department website. This is also important to ensure that what is required or expected hasn't changed since the last time teaching a course.

Q: I hope WLUFA plans to do something about this. This process should be equitable across departments/programs and CTF deserve to know what we are expected to put in the 'qualificatons' vs 'competencies' boxes

A: This isn't different from before just a different format. Also, WLUFA has reviewed rubrics and participates jointly with the Admin in training PTACs as we have done for many years. WLUFA will also have exemplars in the upcoming interactive video presentation of the application process for the PCAF and CAF.

Q: Yes. For greater transparency about the process, CTFs should be given a clear set of evaluation guidelines for assessing "qualifications" and "competencies".

A: Rubrics, appendix H and language in the CA. It is up to the PTAC to hire per the job requirements in the posting.

Q: If I attach my teaching dossier to my PCAF, is the PTAC required to read it when considering my application?

A: If it's in the documents section. Per appendix H, if there is a challenge the WLUFA executive director would also have access to the dossier. There is no requirement to make the PTAC members read each attached document. It is useful to include documents just a way to challenge a qualification they say you don't have when it may be in the dossier, (and the PTAC didn't read it)

Q: If you have Seniority Status are you still required to submit a CV?

A: No

Q: What kind of training have PTACs received in regards to these forms … there seems to be more subjectivity with the PCAF and CAF than I remember with the old approach ...

A: The PTAC do not have to fill out the forms, they just have to read them. The Chair of the PTAC and one other member are required to attend the PTAC workshops put on by WLUFA & the Administration jointly which happens twice a year. See Article 13.3.2 and the very best training we can provide. They have raised the same questions regarding subjectivity, and they are now working on the translation of rubrics.

Q: For those of us who have seniority and will fill out the TISC form, at what point will we be offered to teach more than one section of a course?

A: This hasn't changed. The order of assigning courses is the same. Once the PTAC know what courses are on offer the seniority status Members gets their notification before posting go up.

Q: If the department has decided to replace all online courses to move to a synchronous remote delivery instead does that nullify the seniority points from having taught and achieved seniority in the OC courses even though they are exactly the same?

A: Seniority points are tracked separately for OC courses, Tutorials, labs etc. This hasn't changed see Article 13.7.1.8. Members may be employed as a course instructor and/or as a tutorial instructor and/or as a lab instructor. Effective September 1, 2019, points earned in each delivery mode shall be tracked

separately. Seniority points earned in one delivery mode shall not count toward seniority points in the other delivery modes.

Q: So should the CAF boxes be considered an alternative to writing a cover letter as part of your CV? Or should the first 1-2 pages of the CV document be a cover letter still?

A: The CAF boxes should address the specifics of the course requirements. They should highlight the specific aspects of your CV, cover letter or dossier that relate to the requirements. These types of documents can be uploaded in your PCAF. There is a four page limit to questions 1, 3 and 4.

By comparing the course requirements such as competency to teach the posted course or teaching experience not specific to the course the PTAC can more efficiently identify qualified candidates. If there are discrepancies or challenges for the PTAC's decisions more detail can be gathered from the documents uploaded.

Q: In the process of gathering info, how many CTF will be excluded from being selected for courses if they don't fill out the forms 'correctly'?

A: The system, we believe, won't let you fill it out wrong

Q: I am hoping we will be informed this first time with this application process in case there are errors?

A: You get an email back with everything you put on the form.

Q: Although we are applying at once, as courses come up, we have to continue to apply via the CAF

A: For the majority of postings the PCAF and CAF for late postings just the CAF

Q: But now CTF can only apply for courses that are POSTED. Previously they could include any course in the course calendar on the Roster.

A: Yes this has changed and you are correct you only apply to those courses posted which are available.

Q: So, we are applying multiple times

A: Maybe – but if there are multiple courses posted in your department/program/area then you list all you want to and are qualified to teach. Posting deadlines have not change and are listed in the CA Article: 13.4.3

Q: Who will this email about courses that 'come up' come from?

A: The department/program/area were always supposed to send an email to Members of the available courses. Now it will be more detailed.