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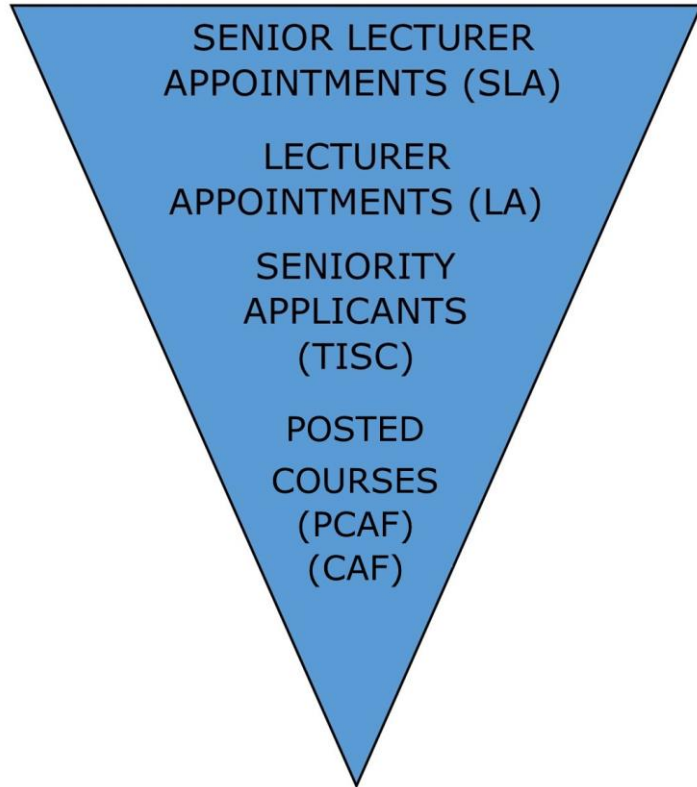## IN THE COLLECTIVE AGREEMENT BETWEEN WILFRID LAURIER UNIVERSITY AND WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION FOR CONTRACT TEACHING FACULTY AND PART-TIME LIBRARIANS SEPTEMBER 1, 2022 – AUGUST 31, 2025

ARTICLE 13

Appointment of Contract Faculty – PCAF and CAF Applications

March 2023

CONTRACT FACULTY COURSE APPLICATION PROCESS

SENIOR LECTURER APPOINTMENTS (SLA)

LECTURER APPOINTMENTS (LA)

SENIORITY APPLICANTS (TISC)

POSTED COURSES (PCAF) (CAF)

Course assignment is the responsibility of the Part-Time Appointment Committee (PTAC) and administration based on seniority and language within the Collective Agreement.

The next slides will explain the process starting with the Posted Courses Application Form (PCAF) and Candidate Application (CAF) forms.

Keep in mind that this new application process is a **pilot program.** Feedback will help guide how this will work in the future.

TISC

Members with Seniority Status

Receive email and link to online form:
March 15

⬇ **TISC FORM**

Input all seniority status courses you want

⬇

TISC deadline for next academic year:
April 15

PCAF+CAF

All Posted Courses

Receive email of all available courses in your department prior to or on:

FEB 1 - Spring
JUN 1 - Fall/Winter
OCT 1 - Remaining Winter

⬇ **PCAF FORM**

Submit a **single** application to identify <u>multiple</u> posted courses that you are qualified and want to teach

⬇ **CAF FORM**

Submit an application for each course applied for in

CAF

Subsequent Course Postings

Receive email of all available courses in your department prior to or on:

FEB 1 - Spring
JUN 1 - Fall/Winter
OCT 1 - Remaining Winter

⬇ **CAF FORM**

Submit a separate application form for each <u>individual</u> course posting not listed in your PCAF

GOING THROUGH THE PROCESS

TISC – PCAF – CAF

These are all Qualtrics fillable forms

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)

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

Let's take a look

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: ██████████████████████
  - Your optional files should be combined into one file.
  - Your optional file should be named ██████████████████████
  - **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).
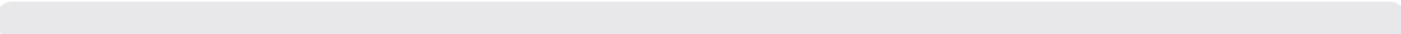
- Your competency to teach each posted course (200-word maximum per course).
- Your teaching qualifications (750-word maximum).
- Any other qualifications and experiences that are relevant to the course(s) (750-word maximum).

Are you ready to complete this form?

☐ Yes

→

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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 ████████████.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!**

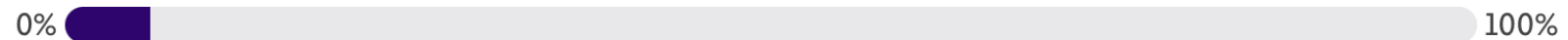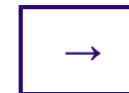Drop files or click here to upload

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.)
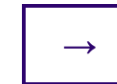
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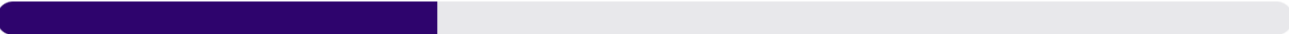
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Campus (select one)

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

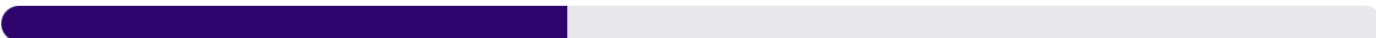## How many posted courses are you interested in applying **for which you have the qualifications?**

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

2

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

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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

←

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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

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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)

Let's Take a Look

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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 : ▮▮▮▮▮▮

Applicant

Applicant Name : ████████████

Laurier Email Address : ████████████

Laurier ID Number : ████████████

Academic and professional qualifications

Provide your relevant academic (including degree information), experiential, and professional qualifications as related to the job postings.

Limit: 250 words

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Word count: 1

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Teaching qualifications not specific to the course(s)

Describe your teaching qualifications. Include any other teaching experience, teaching training, or teaching-related transferrable skills.

Describe your pedagogical approaches, how you attain student learning outcomes, your efforts to bring an EDI lens to your teaching

methodologies, and your attempts to improve your teaching. **Limit: 750 words**

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Other qualifications and experience relevant to the course(s)

Describe any other qualifications or experience relevant to the course(s). This may include, but is not limited to, any additional degrees or professional qualifications; community engagement; development of educational materials; equity, diversity, and inclusion experience; Indigenous knowledge systems; pedagogical development; post-doctoral experience; and/or professional development and/or experience.

Limit: 750 words

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Competency to teach the posted course

Describe your ability and skills to teach the course. Include your currency and mastery of the subject matter; previous teaching, tutorial, or lab

experience that is related to the course; and your ability to perform the duties of the course. **Limit: 200 words per course**

Course: BU122-A (Req #123456)

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Competency to teach the posted course

Describe your ability and skills to teach the course. Include your currency and mastery of the subject matter; previous teaching, tutorial, or lab experience that is related to the course; and your ability to perform the duties of the course. **Limit: 200 words per course**

Course: BU144-B (Req #456789)

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

☑ Yes

Click to write the question text

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

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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.

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○ **Laurier Qualtrics Form** <noreplyqualtrics@wlu.ca> Today at 2:28 PM

To: ●

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

Personal Information

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

Files Uploaded

- Current CV: ▮.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

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Teaching qualifications not specific to the course(s)

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Competency to teach the posted course(s)

>>> BU122-A (Req #123456)

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Other qualifications and experience relevant to the course(s)

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Other qualifications and experience relevant to the course(s)

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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

THANK YOU
PLEASE CONTACT WLUFA@WLU.CA FOR ADDITIONAL INFORMATION