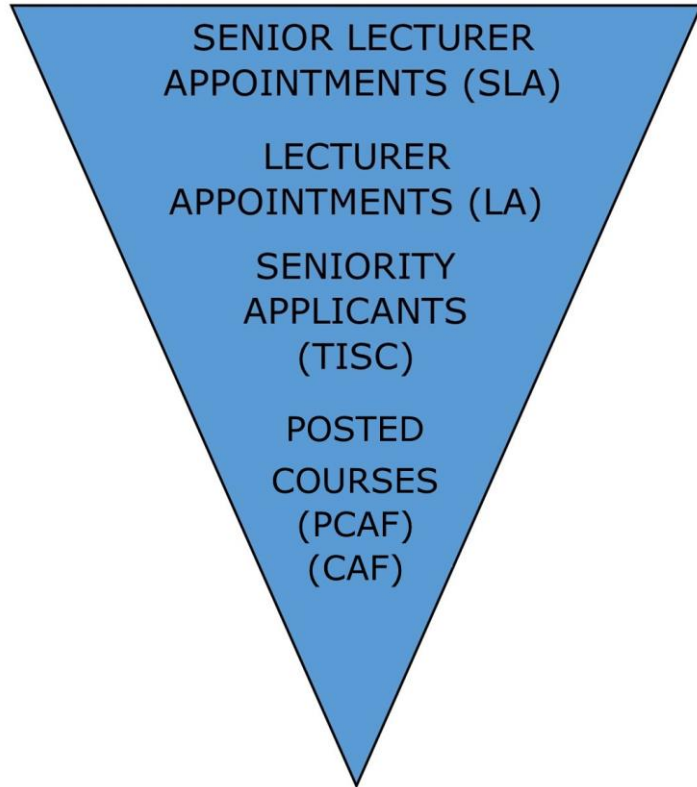


WHAT'S NEW
**IN THE COLLECTIVE AGREEMENT
BETWEEN WILFRID LAURIER UNIVERSITY AND
WILFRID LAURIER UNIVERSITY FACULTY
ASSOCIATION FOR CONTRACT TEACHING
FACULTY AND PART-TIME LIBRARIANS
SEPTEMBER 1, 2022 – AUGUST 31, 2025**

ARTICLE 13
**Appointment of
Contract Faculty**

March
2023



CONTRACT FACULTY COURSE APPLICATION PROCESS

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 TISC application as well as the PCAF and 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 multiple 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
individual course posting not
listed in your PCAF

GOING THROUGH **THE PROCESS**

TISC – PCAF – CAF

These are all Qualtrics fillable forms

Three parallel white lines of varying lengths are positioned in the bottom right corner of the slide, angled diagonally upwards from left to right.

EXAMPLE OF A TISC APPLICATION

Let's Take a Look

Three parallel white lines of varying lengths are positioned in the bottom right corner of the slide, angled upwards from left to right.

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 : [REDACTED]

Laurier Email Address : [REDACTED]

Laurier ID Number : [REDACTED]

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 | <input type="text" value="████"/> |
| Lastname | <input type="text" value="████"/> |
| Laurier ID Number | <input type="text" value="██████"/> |
| Laurier Email Address | <input type="text" value="██████████"/> |

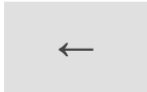
Department /Program /Area

Phone Number (preferred)

Phone Number (alternate)

Phone Number (alternate)

Dates Unavailable for Contact (if any)



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Availability Information

Name : 

Laurier Email Address : 

Laurier ID Number : 

Terms Available

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

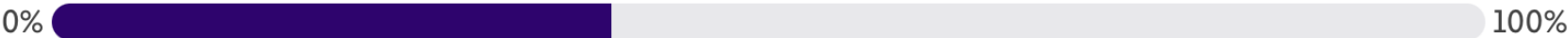
Campus Availability (select one)

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.



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Campus Availability (select one)

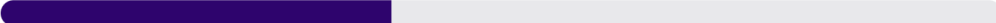
Note: You must submit a separate TISC Form to the PTAC on each campus at which you wish to be considered for appointments.

- ☒ 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.



0%  100%

The progress bar is a horizontal bar with a dark blue segment on the left, representing 0% of the total length, and a light grey segment on the right, representing the remaining 100%.

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Availability Information

Name :

Laurier Email Address :

Laurier ID Number :

Terms Available

- ☒ Fall Term (September to December)
 - ☒ Winter Term (January to April)
 - ☒ Spring/Intercession/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%

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



0% 100%

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Thank you for completing the TISC Form.

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

0%  100%

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○ Laurier Qualtrics Form <noreplyqualtrics@wlu.ca>
To: ✓ [REDACTED]

Today at 1:39 PM

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

Personal Information

| | |
|-----------------------------|---------------------|
| Firstname | [REDACTED] |
| Lastname | Poirier |
| Laurier ID Number | [REDACTED] |
| Laurier Email Address | [REDACTED] |
| Department /Program /Area | Business/Accounting |
| Phone Number (preferred) | [REDACTED] |
| 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.

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