

# Contract Instructor Application Form

Office of the  
**Provost and  
Vice-President (Academic)**

**Posted Competition:**  
Yes ☐ No ☐

## TO BE COMPLETED BY THE APPLICANT

**A**

**Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_  
**Employee/Student number:** \_\_\_\_\_ **Citizenship/Visa Status:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**CV\* attached:** ☐ \*must include a complete list of all courses taught at Carleton University

**B**

### Applicant Type:

- ☐ Graduate Student ☐ Faculty (Summer Stipend) ☐ CUPE 4600 Unit 2 Member  
☐ Doctoral Student ☐ Retired Faculty ☐ External Applicant  
☐ Postdoctoral Fellow ☐ Visiting Professor/Scholar

**C**

### Course Application Please submit only one application for each academic unit/department.

**Academic Unit/Department:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_

Please list in rank order the courses that you are applying to teach. If you have taught the course or an equivalent previously, indicate the term and year.

Course #	Course Title	Preferred Time	Term	Credit Value	Term/Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**D**

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

## TO BE COMPLETED BY THE ACADEMIC UNIT

**E**

### Replacement for:

- ☐ Sick Leave ☐ Research release time ☐ Compassionate leave ☐ N/A

**F**

### Incumbency and Seniority Rights

1. How many courses has the applicant taught since September 1, 1994? \_\_\_\_\_
2. Has the applicant taught course within last 60 months? Yes ☐ No ☐
3. If yes to #2, has there been a break in teaching of 24 months or more? Yes ☐ No ☐
4. Has the applicant received more than one teaching evaluation with a score of less than 4.0 on the overall summative question. Yes ☐ No ☐

**Comment:** \_\_\_\_\_

**G**

**Approved by:** \_\_\_\_\_  
Chair/ Director (print name) (signature) (date)

**H**

**Approved by:** \_\_\_\_\_  
Dean/University Librarian (print name) (signature) (date)

**Approved form:** Chair ☐ Finance ☐ HR ☐

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Before completing this form, please consult the collective agreement between Carleton University and the CUPE 4600 Unit 2. Should there be any discrepancies between the collective agreement and this form, the collective agreement is considered the final authority. The Office of the Provost and Vice-President (Academic) has compiled useful Contract Instructor Hiring Facts & FAQs which can be found on the Provost's website at [www.carleton.ca/provost](http://www.carleton.ca/provost).

For any questions about completing this form, please contact your dean's office.

**Note:** Please note that only one application shall be submitted per academic unit.

***The applicant shall complete Sections A - D.***

**Section A:** The applicant shall identify their name, preferred name, student or employee number (if applicable), date of birth\*, citizenship/visa status, telephone, and e-mail address. The applicant's curriculum vitae **must** be attached to this form and **must** include a full list of all courses that he/she has previously taught within the CUPE 4600 Unit 2 bargaining unit at Carleton University.

**\*Note:** Date of birth will be only used to generate computer accounts for the incumbent.

**Section B:** The applicant shall indicate their applicant type.

**Section C:** The applicant shall indicate the academic unit (department, school, institute, college, or centre) and faculty to which they are applying to teach and list, in rank order, the courses that they are applying to teach. If the applicant has taught any of the courses or an equivalent previously, he/she shall indicate the term and year(s) in which he/she taught the course.

**Section D:** The applicant shall sign and date the form to confirm that the information is correct and forward it to the Chair/Director of the academic unit.

***The academic unit and Dean's office shall complete Sections E-H.***

**Section E:** The Chair/Director shall indicate the replacement type of the position.

**Section F:** The Chair/Director shall confirm the incumbency and seniority rights of the incumbent according to Article 16.4 of the Collective Agreement.

**Section G:** The Chair/Director shall sign and date the form to confirm that the information is correct and approval of the review, then forward it to the Faculty Dean.

**Section H:** The Faculty Dean shall sign and date the form to confirm that the information is correct and approval of the review, then forward it to the Assistant Vice-President (Finance).