# JOB POSTING TEMPLATE

**CUPE Local 3904, Unit 1 Posting**

**School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL QUALIFICATIONS:**

(Course-specific qualifications can be included with each course.)

1. *a graduate degree in a related discipline (e.g., Business);*
2. *minimum of three years professional experience;*
3. *minimum of three years’ post-secondary teaching experience required;*
4. *evidence of having maintained up-to-date knowledge and/or academic currency in specific field/discipline;*
5. *demonstrated teaching skills;*
6. *demonstrated ability to interact effectively with colleagues & students.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Available Work** | **Semester** | **Course Number** | **Course Name** | **Course Description**  **(from Calendar)** | **Qualifications** | **# of**  **Sections** | **Hours per Section** | **Expected Enrolment/ Section** |
| Listed Courses |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Restricted Courses |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Package “A”  Full-Workload Sessional Appointment  (15 hours) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Continuing Education (for information only) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Course Development |  |  |  |  |  | n/a | n/a | n/a |

**AVAILABLE WORK:**

**TYPES, DURATION AND FORM OF APPOINTMENTS:**

Following are the types of appointments for which candidates may apply:

1. A full-workload sessional appointment is normally for 30 to 32 total semester hours over two success semesters.
2. A full-workload half-sessional appointment is normally for 15 to 16 semester hours in any one semester.
3. A reduced workload sessional appointment is at least 9 but less than 15 semester hours in each of two successive semesters.
4. A reduced-workload half-sessional appointment is for at least 9 but less than 15 semester hours in any one semester.
5. A part-time hourly appointment/two semesters is for less than 9 semester hours in each of two successive semesters.
6. A part-time hourly appointment/one semester is for less than 9 semester hours in any one semester.

**RATING SCALE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Experience** | **Currency** | **Teaching Skills** | **Interactive Skills** |
|  |  |  |  |  |

**CANDIDATE’S RESPONSIBILITIES:**

The candidate shall:

1. apply in writing or by e-mail
2. indicate their preference regarding type of appointment as per Article 13.5.(l) (Appointment Procedure – Posting), the courses or number of sections of the same course and/or package, and all the courses the candidate considers himself/herself qualified to teach.
3. indicate their interest in any posted non-teaching work.
4. attach an updated resume and/or academic qualifications and any other relevant information concerning his/her candidacy. Such information will also include the applicant’s current e-mail address.
5. applicants with Priority of Consideration or nine seniority credits may indicate in their application which of the Continuing Education courses and sections posted for information, as per Article 13.3. (d) (Appointment Procedure – Posting), s/he would prefer should the volume of teaching applied for not be available for the teaching functions available for discharge. Such applications shall be subject to Article 14.8 (d).
6. The e-mail address to which the letter of appointment should be sent and a statement of any periods during which the applicant cannot be contacted.
7. Successful applicants (who have not already done so) shall be required as a condition of employment to validate their academic qualifications through the provision of original transcript(s) no later than (6) weeks from the date of the original appointment.

**APPLICATION DEADLINE:**

Applications must be received no later than *(time)*  on *(date) .*

**SENIORITY LIST:**

*(A current seniority list is to be appended to and distributed with each posting.)*