**APPLICATION FOR A CONTRACT TEACHING POSITION**

**YORK UNIVERSITY**

**UNIT 2**

(If you are not registered as a full-time graduate student at York University)

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

surname given name

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSTAL CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

street city

EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL INSURANCE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF APPLICATION\_\_\_\_\_\_\_\_\_\_\_

TYPE OF APPLICATION : Blanket/Specific (circle one)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department/Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note that a blanket application, to be considered, must be submitted between November 15 and January 31 (or by the next business day if January 31 falls on a week-end) and shall apply to all positions in the hiring unit for academic sessions that commence during the twelve months following January 31. Any application

after January 31 is specific to the position or positions listed below. Applications must be accompanied by a *curriculum vitae* unless the department/division to which you are applying has a current *c.v.* on file.

***If you have any questions about how to fill in this application, please call the CUPE 3903***

***office at 416/736-5154.***

**COURSES/POSITIONS**

**REQUESTED:**  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Even if this is a blanket application, please

specify the position(s), course # and title, 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and academic session in which you are most

interested.) 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIOR EXPERIENCE IN TEACHING, DEMONSTRATING, TUTORING, MARKING AT YORK**

Calculations of applicable prior experience (Articles 12.06 - 12.08 of the collective agreement) can be made only on the basis of information supplied in this application. Note: Not all experience may be applicable to any particular

position for which you are considered.

See page 4 for further explanation.

SUMMARY: Please transfer figures from detained calculations, pages 2 -3. (See page 4 for further explanation.)

Number of years of experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Total number of years in each of which the applicant has accrued applicable prior experience of at least one Type 1 position or equivalent.

\_\_\_\_\_ Total Type 1 positions (from pages 2-3).

\_\_\_\_\_ Total Type 2 positions (from pages 2-3).

\_\_\_\_\_ Total Type 3 positions (form pages 2-3).

**NOTE: If you are a member of one of the four designated Employment Equity Groups (women; members of visual/racial minorities; aboriginal peoples; persons with disabilities) and wish to self identify, please see the last page of this document)**

**PRIOR EXPERIENCE:**

**Position Title Position Type Faculty Course**

(see page 4) (Dept., Number, full/half, Title)

**EXAMPLE**: TUTOR 1 Type 2 Atkinson SOSC 1700.06 Women in Canada

**EXAMPLE**: C.D. Type 1 Arts SOCI 4350.03 International Migration

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SESSION APPOINTMENT NO. OF ASSIGNMENTS/ EXPERIENCE

STATUS GROUPS TAUGHT COUNT

(CUPE 3903 Or Other

- Specify) (See page 4)

S 1984 Unit 1 2 2 Type 2

A/W 1985-86 Unit 2 1 1 Type 1

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**TOTALS: Type 1\_\_\_\_\_\_\_\_\_\_\_\_Type 2\_\_\_\_\_\_\_\_\_\_\_\_Type 3\_\_\_\_\_\_\_\_\_\_\_\_**

(Please transfer to page 1)

In completing pages 2 and 3, please list your experience at York, including all positions held at the time of application, by **Type**, proceeding from type 1 to type 3 (Article 10.04.1) and from oldest to most recent. Indicate fractional appointments.

You may include all experience gained in CUPE 3903, whether in Unit 1 or 2. In addition, you may count certain other teaching/tutoring experience at York University held outside of CUPE 3903, as stipulated in Article 12.07 of the collective agreement. Your should include any experience accrued as a result of grievance, service on the CUPE 3903 Local or National Executive, in connection with leaves, as a result of Major Research and Teaching Development Grants. If necessary, use additional pages to list all experience.

Calculate the total for each Type of experience and transfer the total(s) to page 1.

Your applicable prior experience count is calculated as follows: Position Type times # of assignments, adjusted of course (full/half) and fractional.

For example, two months of a course director position in a full course in A/W = .25 type 1; a full course director position in the summer=1 type 1; 2 tutor 1 positions = 2 type 2. The total, then, would be 1.25 type 1s and 2 type 2s.

Article 12.06 explains equivalencies among types of experience, which will assist you in determining the number of years in which you held at least one type 1 or equivalent positions for the calculation page 1.

**POSITIONS BY TYPE**

**Type 1: Type 2: Type 3:**

-Course Director -Tutor 1 (Tutorial Leader -Tutor 3 (Marker/Grader)

-Team Lecturer -Tutor 2 (Demonstrator -Tutor 4 (Individual Tutor)

-Writing Instructor 3 lab hours/week) - Computer Centre Advisor

-Tutor 6 (Studio Instructor - Coach (Fine Arts)

- Instructor (Faculty of

Education)

- Music Tutor

If you have any questions about how to fill this application, please call the CUPE 3903 office at 416/736-5154.

**EDUCATION:** Degree & Discipline University Date Completed

(Begin with

most recent)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TITLES of PhD DISSERTATION and/or MASTERS THESIS**:

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**CURRENT RESEARCH**:

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**PUBLICATIONS:**  Give authors, titles and journal references.

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**PREVIOUS RELEVANT EXPERIENCE** (Outside York):

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**REFERENCE** (Only Required if No Previous Teaching Experience at York):

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Please attached any additional information.

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**Article 12.03.2, Article 23.04.2 (“Conversion Appointments”) and Article 24.07 \*(“Long Service Teaching Appointments”) in the Unit 2 Collective Agreement contain provisions that have potential impact on members of the four employment equity groups. If you wish to be considered pursuant to one of these provisions, please self-identify by checking one or more of the categories listed below.**

**Further, the information below is important for the CUPE 3903 Joint Employment Equity Committee. A high response rate is critical to the ongoing development of the CUPE 3903 Employment Equity Plan. Whether the information in the first paragraph is relevant to you we ask that you please self-identify by checking one or more of the boxes below and submit it to the departmental administrative assistant. Please note that in order for this information to be useful we need you to include your Employee Number.**

Visible Minorities  Aboriginal People  Persons with Disabilities Women

I choose not to identify

**Employee Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**NOTE: If you are a person with a disability and wish to discuss workplace accommodation please contact the University’s Employee Well Being Office:**

**http://www.yorku.ca/hr/units/employeerelations/ewb.html**

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RECEIPT OF APPLICATION

from

YORK UNIVERSITY

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACULTY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DEPARTMENT/DIVISION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to acknowledge receipt of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s blanket/specific (circle one) application form. Please note that the blanket application applies to all positions in this Unit for all academic sessions which commence during the twelve months following

January 31.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: September 2012

Revised: November 2012