

Hiring: how it should work

1. Subsequent appointments: By April 30 of each year (for Fall/Winter courses) or January 15 (for Summer courses), the department must notify you of your subsequent appointment entitlement to confirm your intention to take up said appointment. The department must give due consideration to your expressed preferences as to the nature (which course) *and* the location (which campus) of the appointment. The department must fill subsequent appointments “as early as practical”. You are required to respond to this notice within 20 working days. Subsequent appointments are department-specific, such that if you work in multiple departments, only the department where you have worked the most hours owes you a subsequent appointment.

For PhD students, the first two years set the floor for subsequent-appointment entitlements. Subsequent appointments must be at least equal to the total hours of your first or second appointment, whichever is greater. A subsequent appointment can consist of multiple contracts that add up to your hour entitlement. In addition, members whose first or second appointment is at least 35 hours must be offered subsequent appointments of at least 70 hours. PhD students are entitled to a total of 6 full appointments (including the first, where they are hired via posted hiring rounds). After their fifth subsequent appointment, they are then entitled to 70 hours of work per academic year until they graduate; this work is offered in the same way that regular subsequent appointments are offered.

For Masters students, the third year sets the floor for one subsequent appointment which they will be offered in the following academic session.

If you will not be able to take up an appointment you should request a deferral of your subsequent appointment. This will push your subsequent appointment entitlement to the next academic year. Members have a one-time right to defer a subsequent appointment for any reason. Additional deferrals shall be granted by the hiring department if requested by the member in writing and if due to academic program requirements (e.g., field work). Written requests to defer for any other reasons will be given due consideration by the department. Regardless of whether you accepted your subsequent appointment in May or February, you have the right to defer your appointment until August 15 for the Fall/Winter session or April 15 for the Summer session.

2. Posted work: The department must post all remaining jobs in accordance with the posting provisions of the Collective Agreement. Posting details include the minimum threshold qualifications (often just called “qualifications”) and a statement on whether less or more experienced candidates are preferred for the job (e.g., new grad students who “need to acquire experience” are often preferred for 100-level courses). Fall term appointments must be posted no later than June 30, Winter term, no later than October 31, and Summer term no later than March 15. The Department must post all available work and must establish the size of the appointments and the nature of the work (marking/grading, tutorial leading, etc.) in the posting itself. All students and post-doctoral fellows - including those who have a subsequent appointment - are entitled to apply for posted work.

Note: since subsequent appointments must not be posted alongside other work, hiring Departments should inform members of the nature of their subsequent appointment no later than July 31 for Fall/Winter courses and March 31 for Summer courses.

If a candidate meets the minimum qualifications, they will be judged by the following criteria in department hiring decisions:

Academic qualifications

The need to acquire experience

Previous experience

Previous satisfactory employment (in the case of continuing students)

There is a tie-breaker: In deciding between two relatively equal candidates, the department must employ the candidate with the most previous experience, which may include academic and non-academic teaching and work experience, where applicable.

All current employees and all graduate students who have previously been employed in the bargaining unit may file a hiring grievance if they feel that they were unfairly denied employment (based on these criteria). Likewise, if the “qualifications” posted for a position are not actually “minimum threshold qualifications” (i.e., the most basic credentials/experience needed to do the job) but instead seem overly specific, such that they may be intentionally written to exclude certain qualified candidates, please also consider contacting the Union via your **Departmental Steward** or vc1@cupe3902.org

Qualified graduate students must receive preference in employment over undergrads and post-docs for all open Unit 1 positions. First-year PhDs cannot be privileged over other applicants on the grounds that they are incoming students; departments may owe them funding, but they do not owe them work.

Also, if you are applying for Course Instructor (CI) work, you may only be required to submit supplementary materials if directly relevant to the stated hiring criteria. Furthermore, while departments may request a list of references, they are not allowed to request reference letters.

3. Notice: All applicants for posted positions must receive notification *no later* than: August 7 for September courses; December 7 for January courses; and April 22 for summer courses.

All prospective employees must receive a job description (DDAH) within 3 weeks of receiving, and prior to accepting, a job offer. The department cannot require you to do any duties until you have seen your job description and accepted the position.

Your signature on the job description only indicates that you have received the DDAH and reviewed it. Supervisors can reallocate duties (without changing the total hours or significantly changing the nature of duties) during the course of employment. There must be a mid-course review to review hours (which can result in reallocation). Employees concerned about overwork can file a Workload Review Form (prior to doing any overwork) which can result in reallocation or additional pay. You do not have to do any work not specified in your DDAH.

Fall/Winter Hiring Cycle

Deadline	Description
April 30	Departments send “Notices of Subsequent Appointment”, detailing how many subsequent appointments a member has left and how many hours of work they are eligible for. The member has to confirm their intent to take up the appointment
May 20 (or 20 days after “Notices of Subsequent Appointment” issued)	Members respond to “Notice of Subsequent Appointment”
June 30	Departments post available positions for Fall courses
July 31	Departments communicate the nature of subsequent appointments to members
August 15	Members accept or defer subsequent appointment
October 31	Departments post available positions for Winter courses

Summer Hiring Cycle

Deadline	Description
January 15	Departments send “Notices of Subsequent Appointment”, detailing how many subsequent appointments a member has left and how many hours of work they are eligible for. The member has to confirm their intent to take up the appointment
February 4 (or 20 days after “Notices of Subsequent Appointment” issued)	Members respond to “Notice of Subsequent Appointment”
March 15	Departments post available positions for Summer courses
March 31	Departments communicate the nature of subsequent appointments to members
April 15	Members accept or defer subsequent appointment