**Contract Faculty Recruitment & Workload Assignment Processes**

**Frequently Asked Questions**

**April 17, 2009**

1. **How is this process different than the past?**

Please refer to the document sent electronically and posted on the HOD Website for a more detailed description- <http://fleming0.flemingc.on.ca/hod/Academic.htm>

The key changes are:

* The first phase of the new process is establishing a qualified pool of candidates through an internal recruitment process (supported corporately by HOD)
* The Workload Assignment process is managed separately by the Deans and occurs after the candidate pools have been established
* All contract faculty who wish to be considered to teach courses in the Fall and Winter semesters must participate in the new process
* Postings for programs/course clusters and/or discipline areas will be posted on the College Intranet – there may be more postings later as required
* Contract faculty must apply on-line
* Candidate profile information will be stored in a database for future reference
* Once the pool is established, it will not be refreshed until there is a requirement to do so (eg. new skill sets required, people have left, new programs, etc.)
1. **Is this process for current contract faculty only?**

The majority of postings are for internal contract faculty (those who have taught within the past year). In the event, that there are not enough qualified candidates to establish a pool, we would proceed to re-post and advertise externally. For example, we will be posting and advertising for Blasting and Drilling faculty as this is a difficult field to attract qualified candidates.

1. **Is this process for partial load and part-time faculty?**

Yes, all contract faculty must complete this process to be considered for workload assignments this Fall and Winter. Additional postings will go up later for Winter-only opportunities.

1. **When is the posting period?**

All currently known School postings were available on Monday, April 13th, 2009. The posting period will end on April 29, 2009 and all applications must be received by that date. There will be no further extension due to other operational timelines. Additional postings may go up during the summer and fall once we have completed the initial round to establish the candidate pools.

1. **Is the college posting externally as well?**

Only where we do not have enough qualified internal applicants (eg. new curriculum, highly specialized fields, etc.).

1. **Where will the postings be located?**

The postings are available on the Fleming Intranet. You can access them by signing on to the Portal, clicking on the Contract Faculty Job Postings link under “Information for Staff” (right hand side of the main page), and then clicking on the various School links.

1. **Where are the application forms?**

There are 2 separate forms to complete – the Candidate Profile and the Application Form (one for each separate competition #). You can access these forms following the same navigation as above – sign on to the Portal, click on the Contract Faculty New Recruitment Process (April 2009). This takes you to a main page with instructions on how to proceed, links to each form, and additional information on how to complete the forms. PLEASE TAKE TIME TO READ THIS INFORMATION.

1. **Will I be able to edit the application form after I submit it?**

Unfortunately, this on-line tool does not allow you to edit after you submit. If you need to make a correction or addition, send the information in an email to Lynn Watson (IDS or SENRS) or Brenda Tyler (SoBCH, LJ&CS, H&W, CEST).

1. **Will I be able to print off the form?**

Yes, there are instructions posted on the main page to assist you in printing the on-line form.

1. **Why can’t I just send in a resume or the forms I used last year?**

Two reasons: 1) This is a new process and we need all contract faculty to submit their information through the application process so we can capture it electronically. 2) The application forms have been designed to collect the relevant information we require in a consistent format. The criteria on each posting were established based on the needs of the curriculum content. It is very important to complete your application so that you highlight your relevant education and experience.

1. **What happens with the application form that Contract Faculty submit?**

Fleming Data Research (FDR) will provide a hardcopy to HOD and the data will be downloaded into a database. HOD and the Dean will review the applications to assess qualified candidates.

1. **How does this process relate to assigning workloads?**

The Dean will work with the HOD Consultant to review all applications and assess them against the qualifications outlined in the posting. A pool of qualified candidates will then be established for each cluster which was previously identified as a separate posting. This information will be used by the Dean to determine workload assignments for contract faculty after fulltime faculty workloads are finalized.

1. **How will the Dean make decisions on how workload is assigned?**

The Deans will makes decisions based on principles outlined in the Contract Faculty Workload Process – please refer to the following link for details. [http://fleming0.flemingc.on.ca/hod/ContractFaculty/Mar-09-Process/CF-ProcessCommunication-19-03-09.doc](http://fleming0.flemingc.on.ca/hod/ContractFaculty/Mar-09-Process/CF-ProcessCommunication-19-03-09.doc%20%20)  . Factors that affect decisions may include: workload availability, number of qualified candidates, fulltime faculty workload changes, delivery needs, and operational requirements.

1. **Do we still have Core Contract Faculty?**

No, this category was eliminated two years ago.

1. **How are Service Credits and/or Seniority used in this process?**

Service Credits are not used in the context of seniority. Service credits track length of service (based on hours) for purposes of contractual reporting, eligibility for sick leave, and formal employment stability processes.

1. **What if I don’t see the course listed that I normally teach?**

Most of the postings are clustered into programs or disciplines. If you are unsure which posting to apply to, contact your Dean, Academic Lead or Program Coordinator.