May 2\textsuperscript{nd}, 2019

Thank you for your interest in Part-Time teaching at Concordia University. The application period for fall, fall/winter and winter courses is open through May 15\textsuperscript{th}, 2019.

You may apply to posted courses by submitting:

- An online application, by logging into the Faculty Resource Information System (FRIS) at: \url{https://fris.concordia.ca} and submitting your application no later than 11.59 PM on May 15, 2019;

\textit{OR}

- A paper application, by completing a paper copy of the Appendix H Application Form and submitting it to each department listed therein no later than 5.00 PM on May 15, 2019.

- \textit{Please note that only Canadian citizens and permanent residents may apply to posted courses (per Article 10.01 a) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.)}

- \textit{Please note that Concordia Post-Doctoral Fellows and Graduate students are not eligible to apply to posted courses (per Article 10.24 d.) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.)}
Applying Online

- Log in to the Faculty Resource Information System (FRIS): [https://fris.concordia.ca](https://fris.concordia.ca) using your MyConcordia Netname and password.

- If you don’t have a MyConcordia Netname, please go to: [https://fris.concordia.ca](https://fris.concordia.ca) and click [here](https://fris.concordia.ca), fill the form and click on “Send Information”.

  Your Netname will be active within 24-48 hours.

  **Please note that the deadline to send a request for a Concordia Netname is 5pm on May 14th, 2019.**

- **Please note that:**
  - Google Chrome and Safari browsers work best with FRIS.
  - Please see “How to Fix IE Browser Compatibility” steps at the end of this document to adjust FRIS compatibility with the Internet Explorer (IE) browser; if needed.
  - FRIS is not compatible with the Firefox browser.

If you have any questions or require any assistance in using FRIS, please write to: [fris-help@lists.concordia.ca](mailto:fris-help@lists.concordia.ca)
• **After you log-in to FRIS:**

1) **Go to: Courses – Part-time Online Application**

![Diagram of FRIS interface]

2) **To browse postings per department and/or faculty:**

   a. **Go to View Postings**, choose the Faculty and department from the dropdown lists, then click “Search”; you will see a detailed list of posted courses.

   ![Image of FRIS interface with faculty and department selection]

   b. You may also view all posted courses by selecting “All Faculties” and “All Departments” from the dropdown menus of **Faculty** and **Department**.
3) To **apply online**: Go to “Online Application”. The application process consists of six steps which are separated in different tabs.

![Online Application](image)

a. **Step 1: Confirm your eligibility**

Review and click on “Confirm Eligibility”. Please note that you will not be able to move forward to any other step unless you confirm your eligibility to apply for a CUPFA posting at Concordia University.

Thank you for your interest in part-time teaching opportunities at Concordia University.

As specified by Article 10.01 a) of the Concordia University Part-Time Association (CUPFA) collective agreement, only Canadian citizens and permanent residents may be considered. Non citizens and non permanent residents, even those with a valid work permit should **NOT** proceed. A valid work permit is not sufficient.

*b* Please note that only Canadian citizens and permanent residents may apply to posted courses *(per Article 10.01 a) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.*

b. **Step 2: Indicate your teaching load preference**

Enter the maximum number of courses and credits you would like to teach in each of the Fall, Fall/Winter, Winter semesters of the academic year

Note that the Maximum Credits allowed by the CUPFA CA are based on your seniority within CUPFA. If you are not a member, you have no seniority credits.

**Note**: If you indicate a number of credits that exceeds your maximum allowed, the entry will not be accepted.
Click on "Confirm". The following message will appear.

Please indicate the maximum number of courses and credits you wish to teach and click "Confirm".

<table>
<thead>
<tr>
<th>Summer (/1):</th>
<th>Courses: 0</th>
<th>Credits: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (/2):</td>
<td>Courses: 2</td>
<td>Credits: 6</td>
</tr>
<tr>
<td>Fall–Winter (/3):</td>
<td>Courses: 0</td>
<td>Credits: 0</td>
</tr>
<tr>
<td>Winter (/4):</td>
<td>Courses: 0</td>
<td>Credits: 0</td>
</tr>
</tbody>
</table>

Please indicate the maximum number of courses and credits that you wish to teach, if less than the total number of credits to which you are allocated. Your priority will be given to your highest ranking for courses that become available between sessions. You will know:

- Academic Year: 2018/19
- Seniority Credits: 0
- Maximum Credits allowed per CUPFA CA: 6
- Assigned Credits to date: 0

Thank you for updating your load preferences.
c. **Step 3: Course Selection**

There are two tabs in this step: *Select Courses* tab and *Order Selection* tab; the first tab is to see posted courses and select the ones you wish to apply to; and the second is to see your selected courses, re-order them or delete a course you already selected.

i. **Select Courses tab:**

Select the appropriate Faculty and Department (or All Faculties and All Departments) from the drop-down menus then click on “Search”.

All relevant postings will appear.

Once you have selected the courses you wish to apply to, click on “Confirm Selections”, which can be found above the table on the right or at the bottom of the page.
ii. **Order Selection tab**

Under this tab, you will see the courses that you have picked with numbers next to them, indicating your preference. You have the option of changing your preferences under the *Order* column by entering the appropriate number in the box.
Click “Confirm” to set your order of preference. You will see the confirm message.

Thank you for updating your order of preference.

Please rank your selected courses in order of preference (1 = first choice) and click confirm.

You also have the option to delete a course from your list by clicking on the red x.

d. Step 4: Request to add your name to departments waiting lists (formerly, 10.19 lists)

If you wish to send a request to add your name on the waiting list (formerly, 10.19 list) of any department, please select your chosen department(s) from the list and “Confirm”
You will see the following confirmation message.
e. **Step 5: Upload Documents**

There are two tabs in this step: *My Documents* tab and *Document Specifications* tab; the first tab is to upload your supporting documents; and the second one is to specify the destination department(s).

i. **My Documents tab**

Under this tab, you may upload any supporting documents you wish to include with your application. Please note that:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe_Jane_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document;

*Please note that your documents will not be submitted to any department unless you specify a destination department for every document that you upload.*
ii. **Document Specifications** tab

To specify the destination department, click on the pen that appears to the left side of each document under *My Documents*.

You will be directed to **Document Specifications** tab where you can rename the document and specify its destination department(s).

To specify the destination department, highlight one or more department(s)
And click on the following, respectively, to:

- Add selected department(s)
- Remove selected department(s)
- Add all departments
- Remove all departments

Then click on “Save”.

Please note that your documents will not be submitted to any department unless you specify a destination department for every document that you upload.
f. **Step 6: Confirm and Submit**

You may review your selected courses, departmental waiting lists (formerly, 10.19 lists) and the document(s) you submitted to the department(s) you applied to teach.

- **Please refresh the page if you don’t see the application details displayed on Step 6.**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Dept. Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 201213.pdf</td>
<td>Applied Human Sciences</td>
</tr>
<tr>
<td>PSYC 201718.pdf</td>
<td>English</td>
</tr>
</tbody>
</table>

The Concordia University Part-Time Faculty Association (CUPFA) will receive a copy of your application.

Please note that you must click “Confirm and Submit” in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2018–May–15 23:59 EST. Please remember to upload all relevant documents.

- Please enter a valid email address. A confirmation of your application will be sent to you to this email address.
- Please re-enter your email address.
- Please note that you must click “Confirm and Submit” to submit your application; otherwise, your application will not be submitted.
By clicking on “Confirm and Submit”, your application will be submitted to the department(s) and a copy sent to the Concordia University Part-Time Association (CUPFA).

You will see the following confirmation message in GREEN font.
Make Changes to Your Application

You may modify a previously submitted application until the application deadline. Note that you must click on “Unlock and Redo Application”.

You will then get the following message to confirm that you wish to withdraw a previously submitted application:

WARNING: You are about to withdraw a previously submitted application.

Cancel    OK

By clicking on “OK”, your previously submitted application will be withdrawn from the department(s) list of applicants; however, the system retains the courses you previously selected and you may modify them as required.

You must complete Step 6 for any changes you make to be submitted.

Please note that you will be able to access and modify your online application until the application deadline of 2019-May-15 23:59 EST.
Applying Via the Paper Application (Appendix H)

If you elect to submit a hard copy of the Appendix H Application Form, please remember that you are required to submit a copy thereof to EVERY department to which you are applying by May 15, 2019 at 5:00 p.m.

A hard copy must also be sent to CUPFA.

All forms must be identical in content. If they are not, your application will be disqualified.

Thank you for your interest in teaching at Concordia University.
May 2\textsuperscript{nd}, 2019

**Merging PDF Documents**

Thank you for your interest in Part-Time teaching at Concordia University. This document will provide you with instructions on merging PDF documents together in different platforms/operating systems.

**Option 1: online cross-platform PDF merging**

- Open your browser of choice (i.e., Google Chrome, Safari, Internet Explorer).
- Go to: [https://www.pdfmerge.com/](https://www.pdfmerge.com/)
- Upload each of the PDF files you wish to merge by clicking on “Choose File”.
  - \( \textit{NB: You must upload the files in the order you wish for them to be order in the final, merged, document.} \)
- If you wish to merge 5 files or more, click on “More files” until you obtain the desired amount of file uploads.
- Once you have uploaded all the files you wish to merge, click “Merge!”.
- You will be redirected. Enter an email to have the merged PDF document emailed to you OR click on “View & Download in Browser”.
- You will receive your merged PDF as an email attachment OR it will appear in your download folder.
- Click on “Process another file” if you wish to merge additional documents.

**Option 2: Mac Preview**

- Open the first document in Preview.
- Under the “View” folder, click on “Thumbnails”.
- In a separate “Finder” window, locate the next PDF file you wish to merge, drag and drop it into the “Thumbnails” bar.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click “File” and “Save as” to rename new, merged PDF.

**Option 3: Adobe Acrobat**

- Open the first document in Adobe Acrobat.
- Click on “Tools” menu, then “Organize Pages”.
- Click on “Insert” then “From File”. You will be prompted to select the additional document or documents you wish to merge.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click “File” and “Save as” to rename new, merged PDF.
How to Fix IE Browser Compatibility

1. Open an IE web page.
2. On the top bar, go to “Tools” and click on “Compatibility View Settings”.

![Compatibility View Settings](image1)

3. Enter “Concordia.ca” in the “Add this website” white box, click on “Add” then “Close”.

![Add website](image2)

4. The problem will be resolved and you may log in to FRIS again and access the courses.