

Appendix K- sample emails March 2024

Email to members on Waiting List regarding available courses, and emails in special circumstances.

Note: Members of PTHC, and appropriate departmental staff to be cc'd on these messages. Hide/bcc the email addresses of the Waiting List recipients for emails.

Hello,

I am reaching out to you because your name appears on the Waiting List. Following the most recent posting round, we have the following additional courses available for part time instructors for **TERM 20XX-20XX**:

ANYC 210/2 BB Monday 17:45 - 20:15

ANYC 325/2 DD Tuesday 20:30 - 23:00

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by **DATE***, cc'd to **the departmental staff person**, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. After **DATE*** I will consult the PTHC so that we can allocate the course(s) in a timely manner. All members, including those who have received their full load, who are interested in the course(s) are invited to apply. Their qualifications will be considered by the PTHC, and courses will be allocated in consideration of eligibility (seniority and phases). Therefore, it is essential to indicate if you are interested in overload teaching.

Email to PTHC members concerning allocation of available courses. To be sent after the date stipulated in the emails:

Hello PTHC members,

As you are aware, we informed members on the Waiting List and Departmental Extract of the availability of a number of courses. As of today we received responses from **[insert number]** individuals. Based on my assessment of qualifications as per the applications submitted, I am recommending that we assign the courses as follows:

[Insert as appropriate; e.g. ANYC 210/2 BB Monday 17:45 - 20:15]

I recommend that Prof. **XXX**, be offered the course as they are the person who meets the qualifications and has priority to receive a course, taking into account seniority and phase allocations.

[Insert as appropriate; e.g. ANYC 325/2 DD Tuesday 20:30 - 23:00]

I recommend that Prof. **XXX**, be offered the course as they are the person who meets the qualifications and has priority to receive a course, taking into account seniority and phase allocations.

I have attached all the applications and supporting materials received for your review.

Please let me know if you have any concerns with my recommendation by **DATE***, so that we may proceed with advising the instructors and preparing the contracts. Should I not hear from you by 5:00 p.m. on **DATE***, it will be assumed that you agree.

Special circumstances:

1. Overloads

Among the applications received in response to the email, the only qualified applicants are members who could only take on additional course(s) as overload(s). In that case, the email to the PTHC shall be modified as follows:

Hello PTHC members,

As you are aware, we informed members on the Waiting List of the availability of a number of courses. As of today, we received responses from [insert number] individuals. Based on my assessment of qualifications as per the applications submitted, I am recommending that we assign the courses as follows:

[Insert as appropriate; e.g. ANYC 210/2 BB Monday 17:45 - 20:15]

I recommend that Prof. XXX, be offered the course as they are the person who meets the qualifications and has priority to receive a course taking into account seniority and phase allocations.

[Insert as appropriate; e.g. ANYC 325/2 DD Tuesday 20:30 - 23:00]

I recommend that Prof. XXX, be offered the course. Note that Prof. XXX is at their maximum load and would require an overload. If the PTHC agrees with my assessment, I will seek permission for such overload.

I have attached all the applications and supporting materials received for your review.

Please let me know if you have any concerns with my recommendation by **DATE***, so that we may proceed with advising the instructors and preparing the contracts. Should I not hear from you by 5:00 p.m. on **DATE***, it will be assumed that you agree.

2. Potentially available courses

Possible courses available for CUPFA teaching. **This is only to be used after consultation with your Dean's office and in cases where there is uncertainty about the return of a faculty member from a leave, or the department has reason to believe that a member of faculty may be unable to teach an assigned course.** In this case the email to the members on the Waiting List shall be modified as follows:

Email to members on Waiting List and Departmental Extract regarding **potentially** available courses:

Note: Members of PTHC and appropriate departmental staff to be cc'd on these messages. Hide the email addresses of the Waiting List recipients for emails.

Hello,

I am reaching out to you because your name appears on the Waiting List. Due to a possible leave, we have the following additional courses that **may** be available for part time instructors for TERM 20XX-20XX:

ANYC 210/2 BB Monday 17:45 - 20:15

The relevant postings are attached.

If you are interested in teaching any of these courses, please send an email to my attention by **DATE***, cc'd to the departmental staff person, copied on this email, indicating which course(s), in order of preference, and your qualifications to teach the course in question. All members, including those who have received their full load, who are interested in the course(s) are invited to apply. If it is confirmed that the courses do indeed require staffing, I will consult the PTHC so that we can allocate the course(s) in a timely manner. Courses will be allocated in consideration of eligibility (seniority and phases). Therefore, it is essential to indicate if you are interested in overload teaching.

* Timelines for responses will vary, depending on how much time is available. Applicants and members of the PTHC will be given the following timeframes to respond:

- five working days when the notification to potential applicants is sent more than 15 working days prior to the beginning of classes.
- three working days when the notification to potential applicants is sent 11-15 working days prior to the beginning of classes.
- two working days when the notification to potential applicants is sent 6 - 10 working days prior to the beginning of classes.
- one working day when the notification to potential applicants is sent 5 working days or less prior to the beginning of classes, or after classes have already begun.
- If an instructor must be in the classroom within 72 hours, this may be as short as circulating a call at 9 am on business day and setting a deadline for 5 pm the same day. For calls circulated on the weekend, set a deadline for response at 5 pm on the next business day.