

Internal Memorandum

To: Departmental Chairs
CUPFA members who are also members of a non-academic bargaining unit at the University

From: Dr. Rama Bhat, Vice-Provost, Academic Relations
Patrice Blais, Grievance Officer, CUPFA

Cc: Dr. Brian Lewis, Dean, Faculty of Arts & Science
Dr. Robin Drew, Dean, Faculty of Engineering & Computer Science
Professor Catherine Wild, Dean, Faculty of Fine Arts
Dr. Sanjay Sharma, Dean, John Molson School of Business
Mr. Gerald Beasley, University Librarian
Ms. Maude Bellenguez-Lavin, Faculty Affairs Administrator, Faculty of Arts & Science
Ms. Nella Fiorentino, Academic Personnel Administrator, Faculty of Engineering & Computer Science
Ms. Mary Di Pietrantonio, Academic Personnel Administrator, Faculty of Fine Arts
Ms. Nancy Stewart, Faculty Personnel Coordinator, John Molson School of Business
Ms. Natalie Kaloust, Office Supervisor, Libraries

Date: June 28, 2010

Subject: PROOF OF AVAILABILITY TO TEACH COURSES REQUIRED FOR APPLICANTS FOR PART-TIME CONTRACTS WHO ARE MEMBERS OF A NON-ACADEMIC BARGAINING UNIT AT THE UNIVERSITY

Through this joint memorandum, the University and CUPFA wish to inform you that, going forward, all applicants for part-time contracts who are members of a non-academic bargaining unit at the University and who are applying to teach during their regular hours of work in their non-academic position must submit a written proof of their availability to teach the course(s) for which they are applying *as an attachment* to their Appendix H Application Forms. Such written proof must be in the form of an email or a letter by the Applicant's supervisor in their non-academic positions at the University, stating that the Applicant is authorized to be absent during the posted teaching hours for the specific course(s) for which they are applying. Such written proof must be remitted by the Applicant to the appropriate Department Chair(s)/Unit Head(s), with a hard copy to CUPFA, by the deadline set out in Article 10.10 a).

The granting of such authorization to an Applicant is governed by the Applicant's non-academic bargaining unit's Collective Agreement.

An Appendix H Application Form received by the Department Chair(s)/Unit Head(s) without this written proof from the Applicant could be deemed by the University as *incomplete*, per Article 10.10 f).