

GUIDELINES FOR TERM ADJUNCT RECRUITMENT AND ADVERTISING

Posting of Available Term Adjunct Appointments

Article 25.10.1

When hiring a Term Adjunct, please adhere to the guidelines outlined below.

Details to remember include:

- **submission** of these advertisements to the Dean's Office and the Equity Office for records retention
- appropriate **posting dates** (both on and off unit websites)
- **information** that is required by the *Collective Agreement* as notations on all advertisements before they are publicly released.

Submission:

Units should email a copy of all advertisements to Heather Duguay (duguayh@queensu.ca) in the Faculty Office so she can ensure language compliance with Article 25.10.1, and confirm budgetary approval from your Associate Dean prior to posting/distribution.

Once your advertisement has been approved, Heather will keep a copy in the Faculty Office to match up with future documentation for all appointments.

NOTE: Copies of all advertisements for **new** Term Adjunct positions must be sent to the Equity Office (Article 24.3.1(c)).

Posting dates for web sites are as follows:

- on or before **MARCH 1st** (Summer term courses)
- on or before **JUNE 1st** (Fall, Fall/Winter, Winter term courses)
- on or before **OCTOBER 15th** (for Winter term courses still unfilled)
- NOTE 1: *posting should remain on unit web sites for a least ten (10) working days from the first day of posting [Article 25.10.1.2 (b)].*
- NOTE 2: *posting should be circulated internally via ListServ that includes Term Adjuncts within the unit the first week of posting on the unit web site [Article 25.10.1.2 (c)].*

Information to include on all postings:

- date of posting
- name of unit offering the course or course-section
- course name, number, type (e.g. lecture, seminar), level (introductory undergraduate, upper year undergraduate; graduate), and location (on or off campus)
- percentage of responsibility for the course or course-section if less than 100%; otherwise 100% is assumed which could affect remuneration

- expected enrollment (if 100 or over a 12.5% enrolment supplement is added to the final remuneration)
- requirements for supervision of laboratory/practicum work if applicable
- required qualifications (e.g. MSc, MA, PhD)
- application materials (CV, two (2) references, and any other materials the applicant wishes to submit such as a teaching dossier or letter of intent (Article 25.10.2.4)
- application deadline
- start and ends dates for appointment (e.g. Sept 1 - Dec 31, 2015). "Appointment dates" are different from lecturing/examination/course dates.
- employment equity statement (Article 24.3.1a)
 - The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.
- must indicate that appointments are subject to funding or enrolment criteria

Also include on postings:

- "The University invites applications from all qualified individuals. Queen's University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
- "The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during this process, please contact: (Your Unit information, Name, email address, phone #)"
- "The academic staff at Queen's University are governed by the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University, which is posted at <http://www.queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement.>"

An "advertising template" is provided by the Faculty Office for Units to use. It can also be easily revised to recruit multiple adjuncts.

Questions or concerns regarding Term Adjunct recruitment should be directed to Heather Duguay.

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