CUPE Unit 2 – Sessional Faculty Posting/Hiring Flowchart

Terms

“FC” = First Consideration

Course to be delivered by Sessional

Does someone hold FC entitlement (or do we wish to extend their FC entitlement) for course in question for its anti-requisite? Article 12.13

Does the individual with FC entitlement have satisfactory teaching evaluation for courses previously taught (12.13)(c) and still meet the criteria in 12.05?

No to either, Contact E/LR Advisor

Yes to both

Offer course to Individual as FC in accordance with Article 12.13

Individual Declines/Does not respond within reasonable time

Individual Accepts

If the Appointment letter is not returned by successful Appointee within 2 weeks, the offer may be withdrawn.

If the offer is withdrawn and there are greater than 8 weeks remaining from the date of the Appointment commencing, the position should be posted.

If the offer is withdrawn and there are less than 8 weeks remaining, the position may be offered to the best qualified candidate, if any, from those applied to the most recent posting.

Assign McMaster PhD student in accordance with Art 12.12 (n/a applicable prior to September 2015) Articles 12.01(a)(i)-v)

Position may be offered to the best qualified candidate, if any, from those who applied to the most recent posting (see 12.03b). If there are none qualified or reachable, the position can be offered to another qualified individual.

Post position within appropriate timelines on centralized website. Use posting template at workingatmcmaster.ca** Articles 12.01(a), (b), (e), (g), (h)

Open competition - best qualified Applicant identified Article 12.05

If there are less than 4 weeks prior to the course commencing: Article 12.03(a)(ii)

No

Yes

Appointment letter is sent (within 3 weeks of close of posting if applicable) Article 12.01(d)

Post position within appropriate timelines on centralized website. Use posting template at workingatmcmaster.ca** Articles 12.01(a), (b), (e), (g), (h)

Open competition - best qualified Applicant identified Article 12.05

**If after posting, a single qualified applicant is not found, the vacancy may be split into multiple vacancies and posted in accordance with Article 12.01(d). If there are less than 4 weeks remaining, qualified individuals can be assigned to the resultant vacancies without posting, Article 12.01(d)

No

Yes

Individual Accepts

Individual Declines/Does not respond within reasonable time

Offer course to Individual as FC in accordance with Article 12.13

Contact E/LR Advisor

No to either, Contact E/LR Advisor

Individual Accepts

Appointment letter is sent