**RTA CUPE Application Checklist**

*All below steps will aid your application to be considered complete.*

**[ ] Step 1: Review Open Positions**

You should carefully review the full list of available courses and consider your expertise, eligibility and availability prior to preparing your application. A full list of available teaching opportunities can be found here: <https://www.torontomu.ca/rta/cupe/courses/>

**[ ] Step 2: Collect and Prepare Your Documents**

When you have decided the course(s) to which you wish to apply, please use the list below to prepare the documents required for your application package.

**⇒CV/Resume**  
You should include the following in your CV:  
    • Contact Information  
    • List of expertise-related skills and software skills  
    • Information about your academic and professional currency, as relevant

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| NOTE: RTA has provided a downloadable *recommended structure document* which you are encouraged to use when completing your CV/Resume. It can be found here: <https://www.torontomu.ca/content/dam/rta/documents/cupe-elements/CUPE_cvstructure.docx> |

**⇒References** (for external applicants only)External applicants (those who have never taught for RTA before) are required to provide:   
    • Three (3) reference letters  
    • An interview may be conducted which could include skill testing

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| NOTE: RTA has provided a downloadable*reference letter template document*which you are encouraged to use. It can be found here: <https://www.torontomu.ca/content/dam/rta/documents/cupe-elements/CUPE_referencetemplate.docx> |

**⇒Currency Report** (for returning instructors only)A returning instructor (those who have taught for RTA School of Media within the last 2 years) is required to include their most recent Currency Report. To access yours, please click here: <https://ccs.cf.torontomu.ca/facultyAnnualReport/>  
  
**⇒Teaching Evaluations/Assessments** (optional but recommended)

Please include any past teaching evaluations/assessments from Toronto Metropolitan University or other academic or technical institutions that may demonstrate teaching experience and excellence.\*  
  
*\*While applicants may submit Faculty/Course Survey (FCS) results from the Winter 2020, Spring/Summer 2020, Fall 2020 and Winter 2021, these results will not be used as evidence of teaching effectiveness by the Contract Lecturer Appointment Committee (CLAC), due to the impact of COVID-19 on these semesters. A negative inference will not be drawn if FCS results are not submitted for these semesters. Alternate evidence of teaching effectiveness may be provided by the candidate for consideration by the CLAC.*

**⇒Cover Letter**(optional but recommended)You are encouraged to use a cover letter to provide a written rationale explaining why you are an ideal candidate for each course to which you are applying. A cover letter allows you to frame your experience in a way that highlights what you will bring to the teaching opportunities.

**⇒Equity, Diversity and Inclusion (EDI) Statement/Letter**(required)You are required to demonstrate through your statement/letter how you will support, or contribute to, RTA School of Media's EDI initiatives in the delivery of the courses you are applying for. Please be as thorough as possible in your statement/letter. This statement/letter will be closely reviewed by the CLAC hiring panel.

**[ ] Step 3: Fill Out and Submit the Google Form**

To speed up the administration of this hiring process in an effort to deliver quicker responses, we ask you to fill out a Google Form (link provided below). It collects required and relevant information and helps to ensure the Contract Lecturer Appointment Committee (CLAC) has all of the information they need to make their decision.

**Before moving to Step 4, please**access the form here**:**

[https://www.torontomu.ca/rta/cupe/form/](https://www.torontomu.ca/rta/cupe/form/%20)

**[ ] Step 4: Build your Application Package**

As a reminder, your package **must** include the following:  
    • CV/Resume  
    • Reference Letters (for external applicants only)  
    • Most recent Currency Report (for returning instructors only)

 • EDI Statement/Letter  
  
The following items are not strictly required, but it is highly recommended that your package include the following:  
    • Cover Letter    • Any past teaching evaluations/assessments\*

*\*While applicants may submit Faculty/Course Survey (FCS) results from the Winter 2020, Spring/Summer 2020, Fall 2020 and Winter 2021, these results will not be used as evidence of teaching effectiveness by the Contract Lecturer Appointment Committee (CLAC), due to the impact of COVID-19 on these semesters. A negative inference will not be drawn if FCS results are not submitted for these semesters. Alternate evidence of teaching effectiveness may be provided by the candidate for consideration by the CLAC.*

Though not required, we kindly request that you use the following naming convention for your completed Application Package:  
**FirstName\_LastName\_ApplicableTerm.pdf  (e.g. Yasmin\_Pinto\_F21W22.pdf or Ali\_Minhas\_W22.pdf)**

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| Your complete application package should consist of one .pdf file which contains all of your required documentation. We recommend using Adobe Acrobat to merge your documents into a single PDF. Instructions on how to do so can be found here:  <https://helpx.adobe.com/ca/acrobat/using/merging-files-single-pdf.html>  If you are a Mac user, then you can also use the Preview app. Instructions can be found here:  <https://support.apple.com/en-ca/HT202945> |

**[ ] Step 5: Upload your Application**

Please find the job ID # detailed in the blue box at the top of the page found here:

<https://www.torontomu.ca/rta/cupe/>  
  
Then visit eHR (Employee Self Service > Careers) or through Toronto Metropolitan University’s Career Page here to upload your application:

<https://www.torontomu.ca/careers/search-available-career-opportunities/>

Only those applications submitted via these online methods will be considered by the Contract Lecturer Appointment Committee (CLAC) Hiring Panel.

**[ ] Step 6: Email Confirmation**

As an additional safety precaution, this optional (but highly recommended) step requests that you separately email a copy of your completed Application Package to [joinrta@ryerson.ca](mailto:joinrta@ryerson.ca).