Thank you for your interest in Part-Time teaching at Concordia University. The application period start date and deadline can be found by logging into the Faculty Resource Information System (FRIS) at: https://fris.concordia.ca.

You may apply to posted courses by submitting an application online:

Current Concordia University Part-Time Faculty Association (CUPFA) members

- Current CUPFA members must submit an online application to apply. If the submission of a dossier is required for the position to which you are applying (i.e., if you are not qualified under the provisions of Article 10.15 a) or b)), you will need to submit an online dossier through FRIS. Online applications and online dossiers can be submitted by logging into the Faculty Resource Information System (FRIS) at: https://fris.concordia.ca.

Applicants who are not current CUPFA members

- Applicants who are not current CUPFA members must submit an online dossier with their online application. The online dossier and online application can be submitted by logging into the Faculty Resource Information System (FRIS) at: https://fris.concordia.ca.

- ***Canadian Citizens, Permanent Residents, Indigenous persons registered under the Indigenous act, and individuals holding an open work permit allowing them to work for Concordia university for the entire duration of the part-time contact may be considered for posted courses (per Article 10.01 a) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.).***

- ***Please note that Concordia Post-Doctoral Fellows and Graduate students are not eligible to apply to posted courses (per Article 10.24 d.) of the Concordia University Part-Time Faculty Association (CUPFA) collective agreement.)***

Applying Online

- Log in to the Faculty Resource Information System (FRIS): https://fris.concordia.ca using your MyConcordia Netname and password.



- If you don't have a MyConcordia Netname, please go to: https://fris.concordia.ca and click here, fill the form and click on "Send Information".

  Your Netname will be active within 24-48 hours.

  Please note that the deadline to send a request for a Concordia Netname is 72 hours prior to the application deadline.

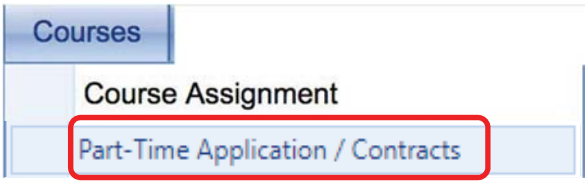
- **Please note that:**

  - Google Chrome and Safari browsers work best with FRIS.
  - Please see "How to Fix IE Browser Compatibility" steps at the end of this document to adjust FRIS compatibility with the Internet Explorer (IE) browser; if needed.
  - FRIS is not compatible with the Firefox browser.

If you have any questions or require any assistance in using FRIS, please write to: fris-help@lists.concordia.ca

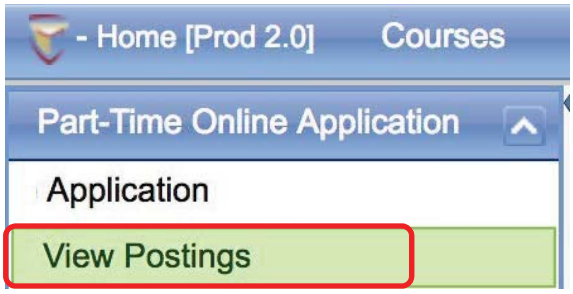
- **<u>After you log-in to FRIS:</u>**

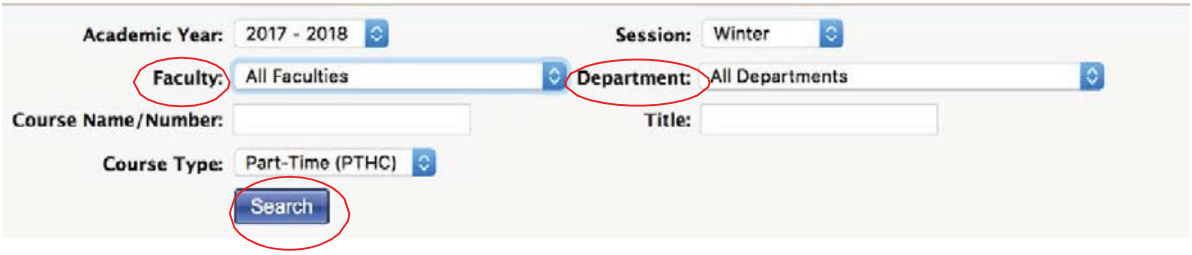
1) Go to: **Courses – Part-Time Application / Contracts**



2) To browse **postings per department and/or faculty**:

a. Go to **View Postings**, choose the Faculty and department from the dropdown lists, then click "Search"; you will see a detailed list of posted courses.





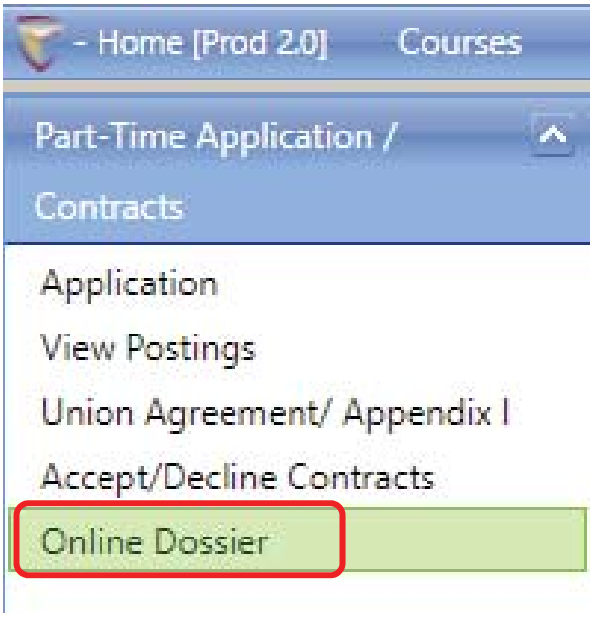
b. You may also view all posted courses by selecting "All Faculties" and "All Departments" from the dropdown menus of **Faculty** and **Department**.

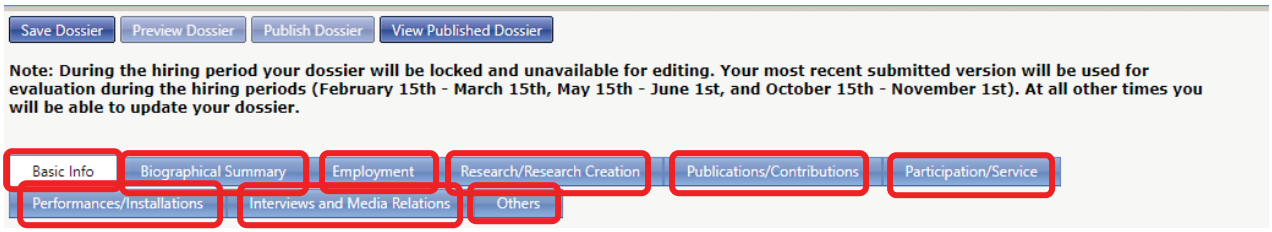
If you are a new applicant (you are not an existing CUPFA member) you will need to complete and publish an Online Dossier before you can apply to a posting.

Existing CUPFA members must also apply for postings online. Paper applications are no longer accepted. **If the submission of a dossier is required for the position to which you are applying (i.e., if you are not qualified under the provisions of Article 10.15 a) or b)), you will need to submit an online dossier through FRIS.**

- **Online Dossier**

3) To complete an Online Dossier: Go to "Online Dossier". There are nine (9) different tabs available: Basic Info, Biographical Summary, Employment, Research/Research Creation, Publications/Contributions, Participation/Service, Performances/Installations, Interviews and Media Relations, and Others.





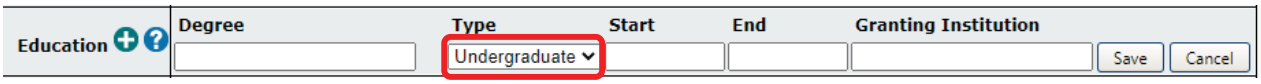
a. **Step 1: Enter your information**

Your Netname, First and Last Names will automatically be entered on the Basic Info page.

Information can be entered as text in the open text boxes



Or selected from drop-down menus



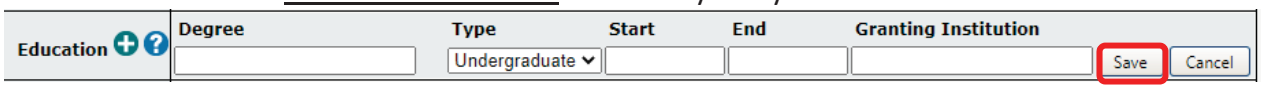
Dates can be entered in the Start and End fields



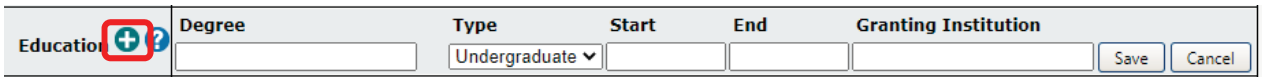
The help button will provide some additional information on the item being entered.



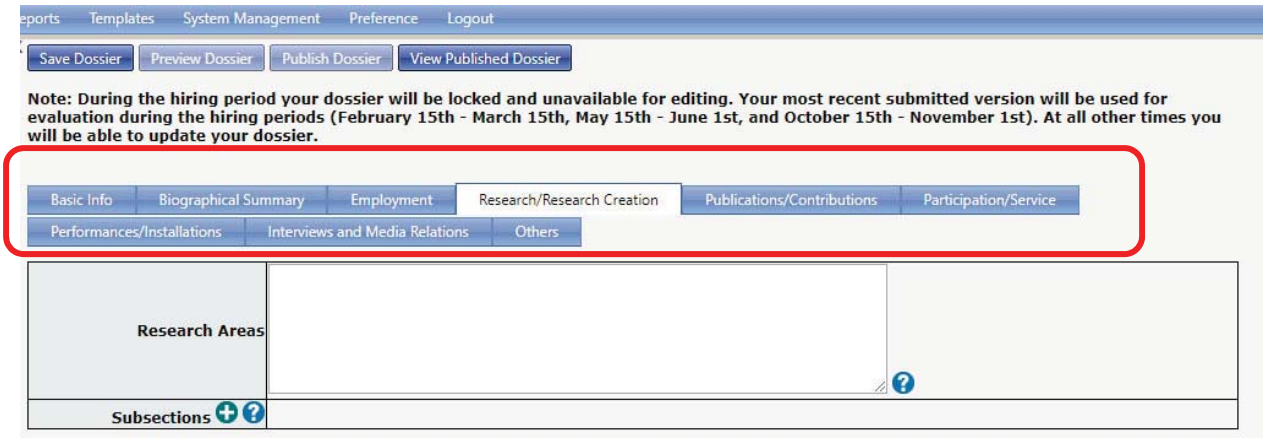
Ensure to **click the save button** after every entry



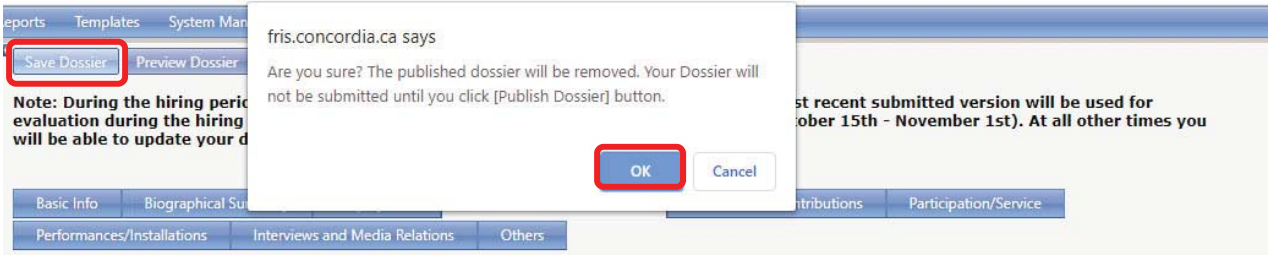
The plus button adds another record, for example to add additional degrees.



You can freely navigate between tabs to fill in additional information



Save your Dossier with the Save Dossier button. Click OK to save the changes you made.



If you are a <u>new applicant</u> (not currently a member of CUPFA), you will need to Publish your Dossier in order to proceed to the Online Application step. Your Dossier needs to be published at the application deadline, in order for you to be considered for any positions for which you have applied. <u>Don't wait until the last minute!!</u>



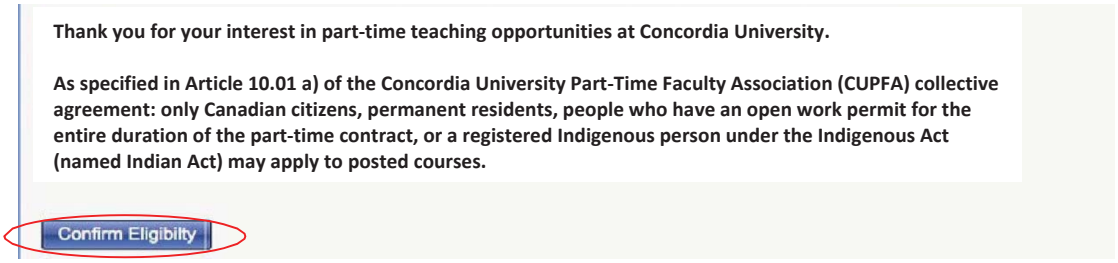
If you have a Published Dossier that is available for the Part-Time Hiring Committee to review, you may make changes, it will be un-published and not viewable until you Publish your Dossier.

4) To **apply online**: Go to “Application”. The application process consists of six steps which are separated in different tabs.



a. <u>Step 1: Confirm your eligibility</u>

Review and click on “Confirm Eligibility”. Please note that you will not be able to move forward to any other step unless you confirm your eligibility to apply for a CUPFA posting at Concordia University.



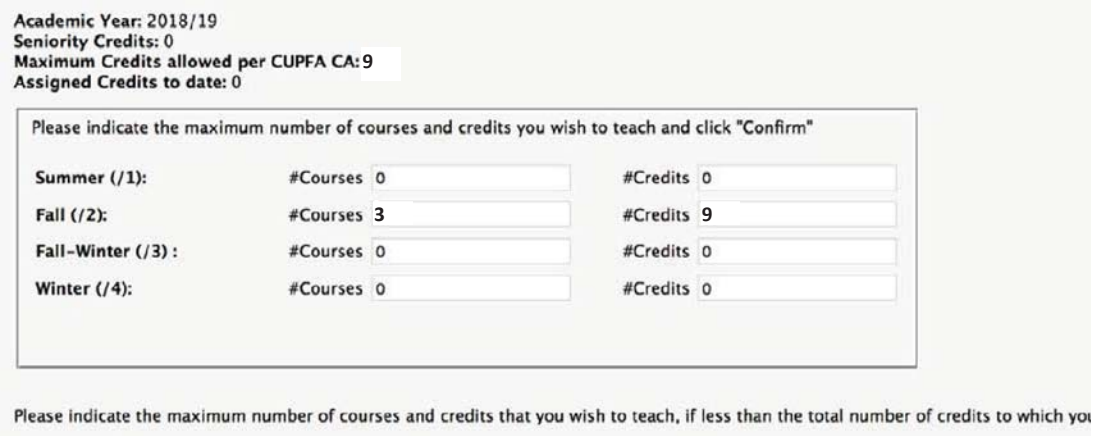
Please note that only Canadian citizens, permanent residents, people who have an open work permit for the entire duration of the part-time contract, or a registered Indigenous person under the Indigenous Act (named Indian Act) may apply to posted courses.

b. <u>Step 2: Indicate your teaching load preference</u>

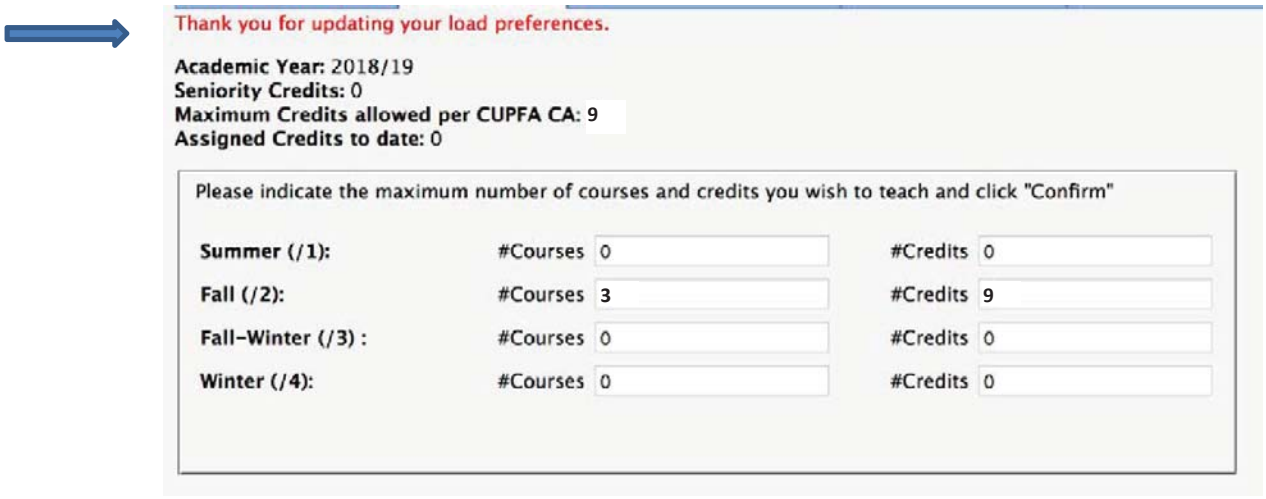
Enter the maximum number of courses and credits you would like to teach in the appropriate semester of the academic year.

Note that the Maximum Credits allowed by the CUPFA CA are based on your seniority within CUPFA. If you are not a member, you have no seniority credits, and the maximum credits you are eligible to teach in the academic year is nine (9). If you indicate an amount that exceeds your maximum, the entry will not be accepted.

Note: If you indicate a number of credits that you wish to teach and you receive that amount, you will not be contacted should additional courses become available.



Click on “Confirm”. The following message will appear.

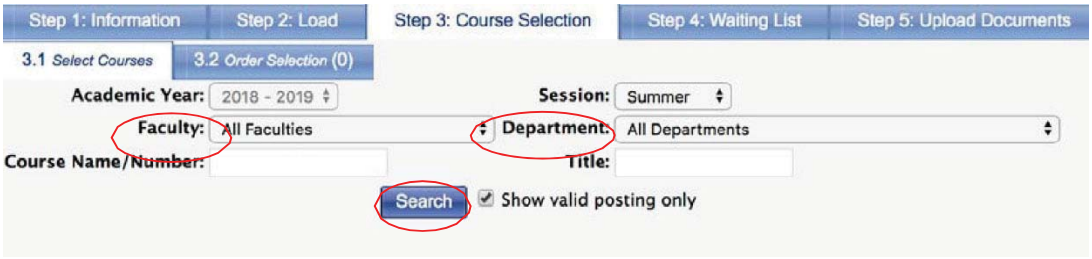


c. Step 3: Course Selection

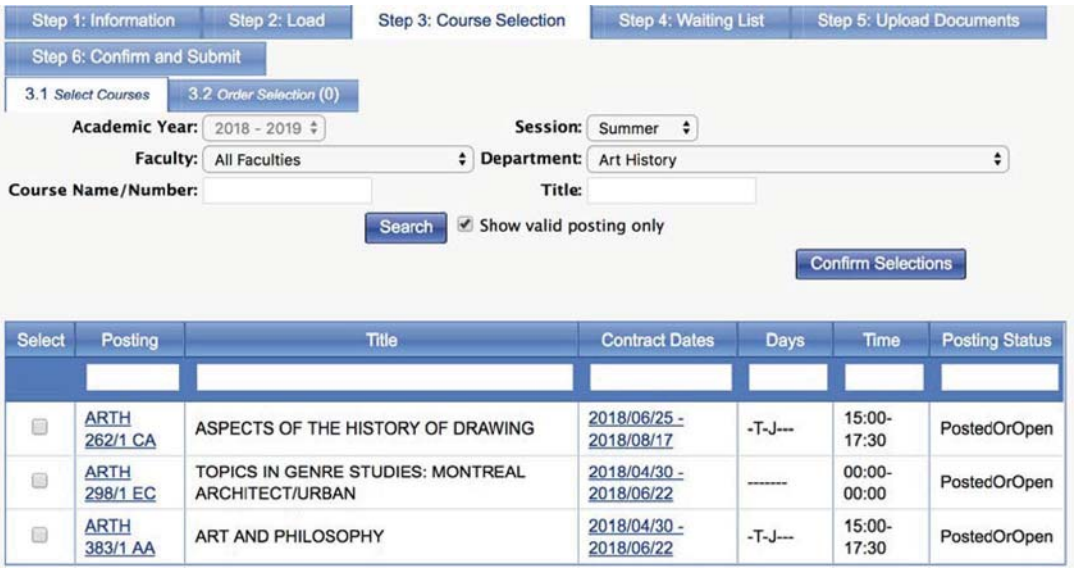
There are two tabs in this step: *Select Courses* tab and *Order Selection* tab; the first tab is to see posted courses and select the ones you wish to apply to; and the second is to see your selected courses, re-order them or delete a course you already selected.

i. Select Courses tab:

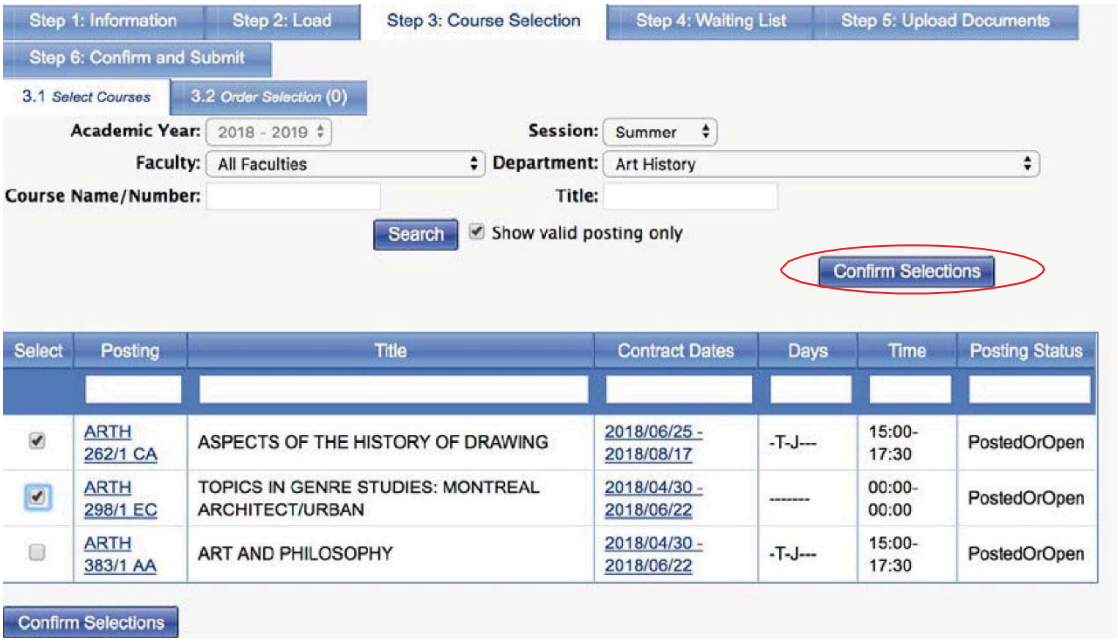
Select the appropriate Faculty and Department (or All Faculties and All Departments) from the drop-down menus then click on “Search”.

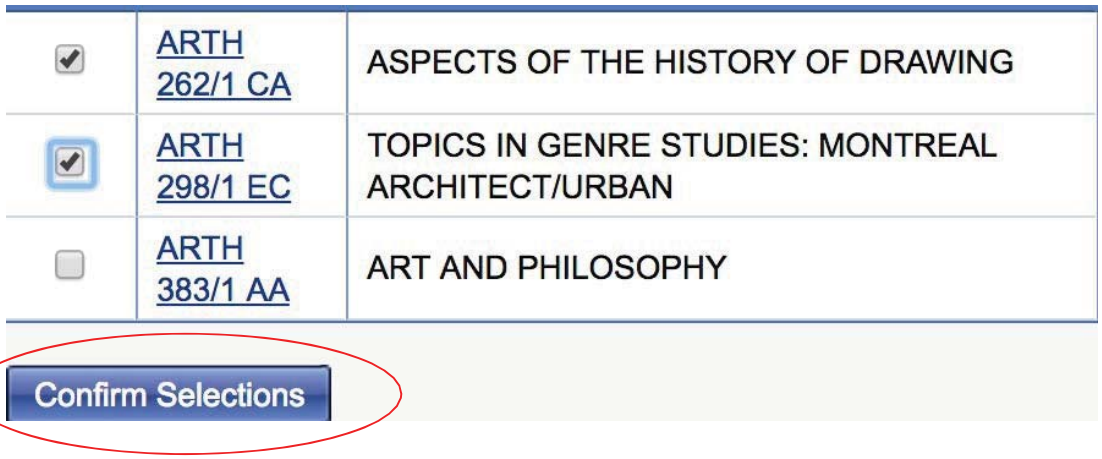


All relevant postings will appear.



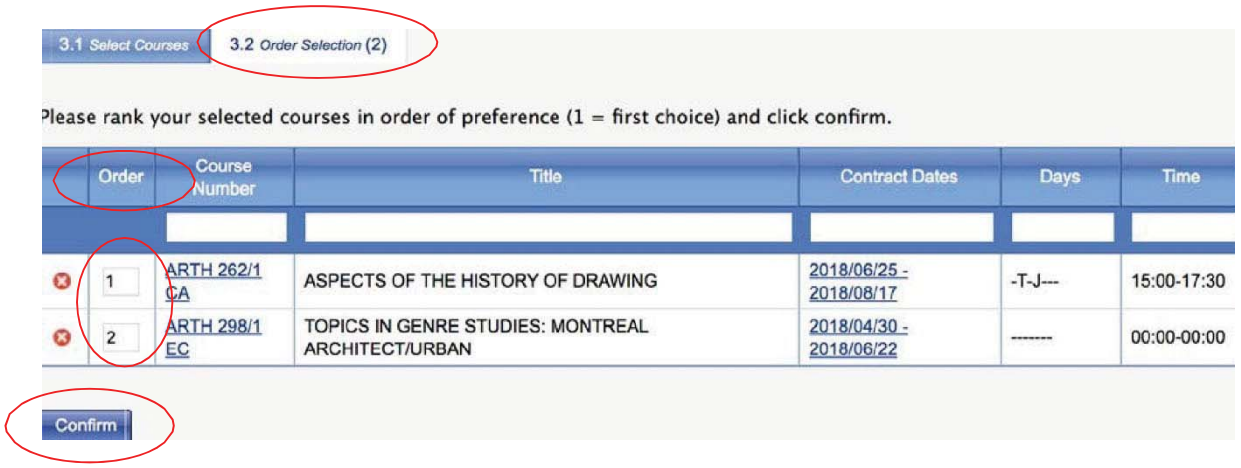
Once you have selected the courses you wish to apply to, click on "Confirm Selections", which can be found above the table on the right or at the bottom of the page.



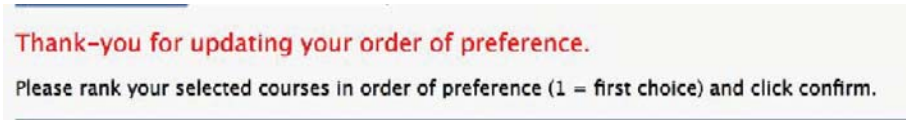


ii. *Order Selection* tab

Under this tab, you will see the courses that you have picked with numbers next to them, indicating your preference. You have the option of changing your preferences under the *Order* column by entering the appropriate number in the box.



Click “Confirm” to set your order of preference. You will see the confirm message.

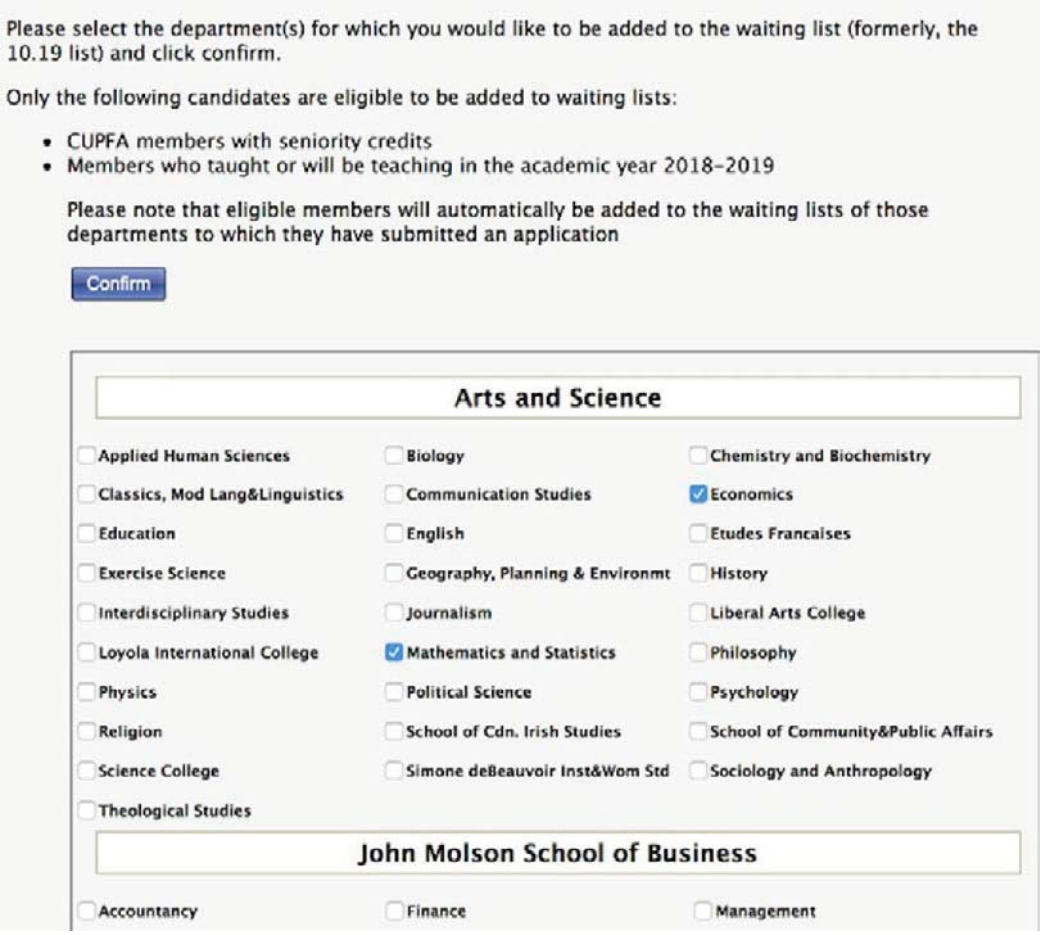


You also have the option to delete a course from your list by clicking on the red x.

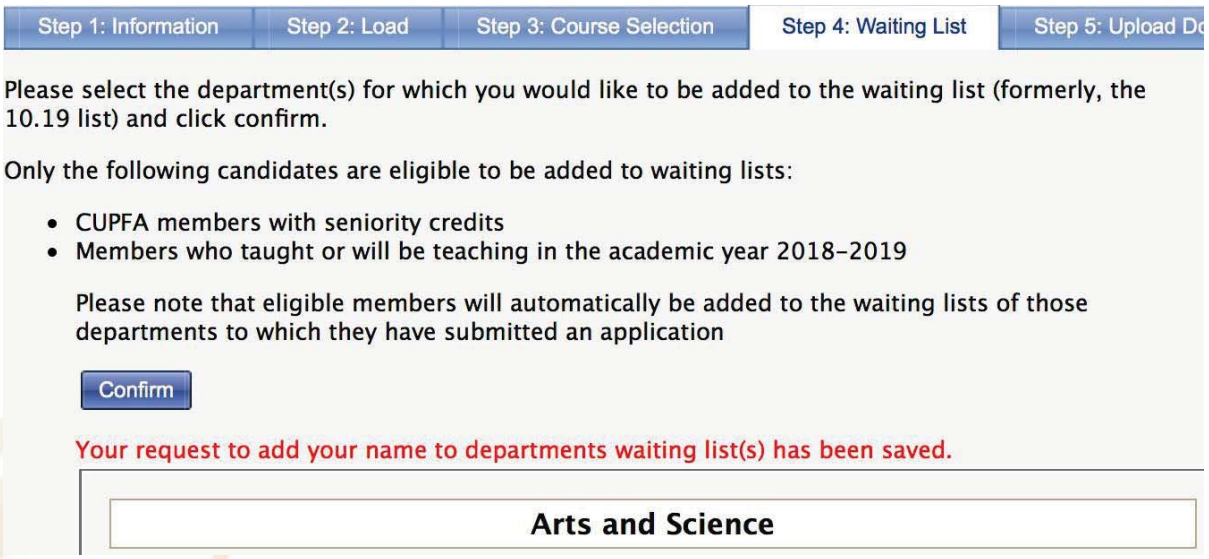


d. <u>Step 4: Request to add your name to departments waiting lists (formerly, 10.19 lists)</u>

If you wish to send a request to add your name on the waiting list (formerly, 10.19 list) of any department, please select your chosen department(s) from the list and “Confirm”



You will see the following confirmation message.



e. Step 5: Upload Documents

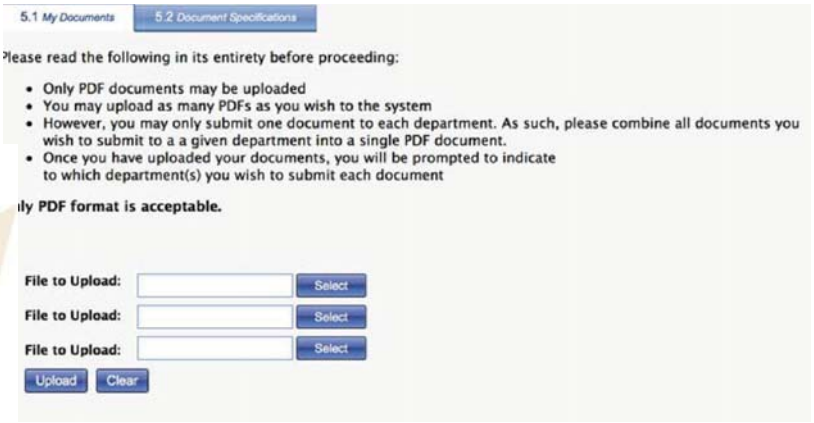
There are two tabs in this step: *My Documents* tab and *Document Specifications* tab; the first tab is to upload your supporting documents; and the second one is to specify the destination department(s).

For applicants who are submitting an Online Dossier, only a cover letter or other document requested by the department in the posting should be uploaded in this step. If an Online Dossier exists, a CV uploaded here will not be considered.

i. My Documents tab

Under this tab, you may upload any supporting documents you wish to include with your application. Please note that:

- You must submit only one document to each department;
- Only PDF format is acceptable;
- You may upload multiple PDF documents to the system, however, each department will receive only one document direct to it (e.g. Doe_Jane_Accountancy.pdf);
- Once you have uploaded your documents, you will be prompted to indicate to which department(s) you wish to submit each document;

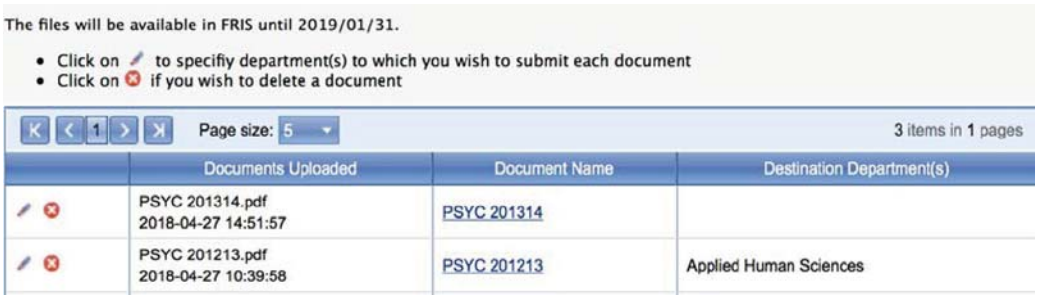


Please note that your documents will not be submitted to any department unless you specify a destination department for every document that you upload.

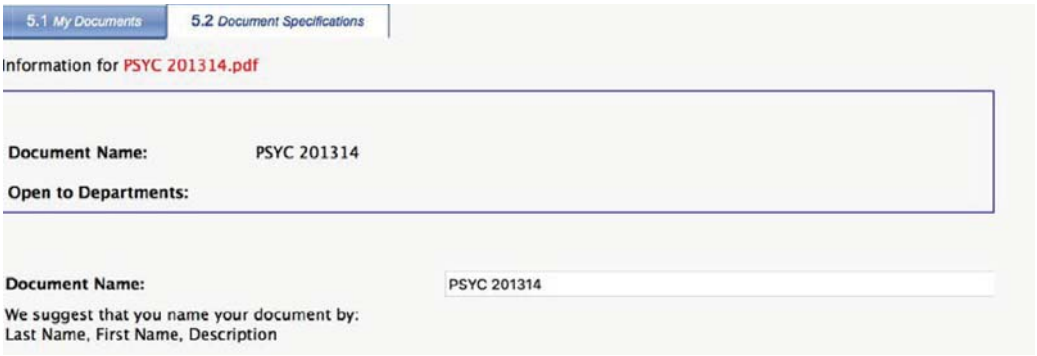
If you receive an error message that there is not enough space for you to upload files, please check the box to view documents uploaded in previous application rounds and delete unnecessary documents.

ii. *Document Specifications* tab

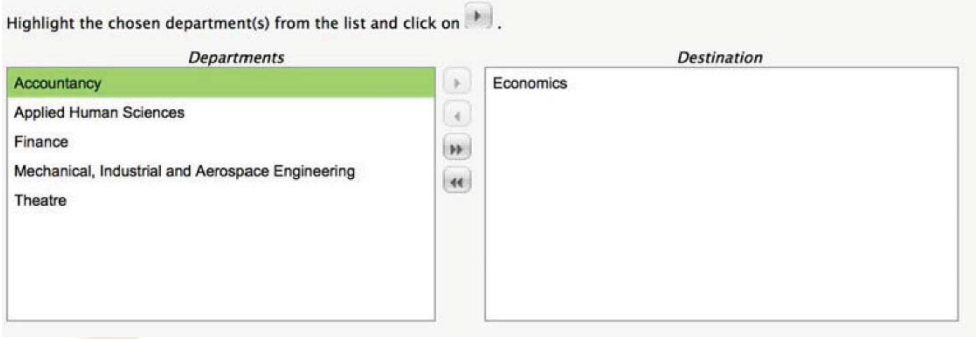
To specify the destination department, click on the pen that appears to the left side of each document under *My Documents*.



You will be directed to *Document Specifications* tab where you can rename the document and specify its destination department(s).



To specify the destination department, highlight one or more department(s)



And click on the following, respectively, to:

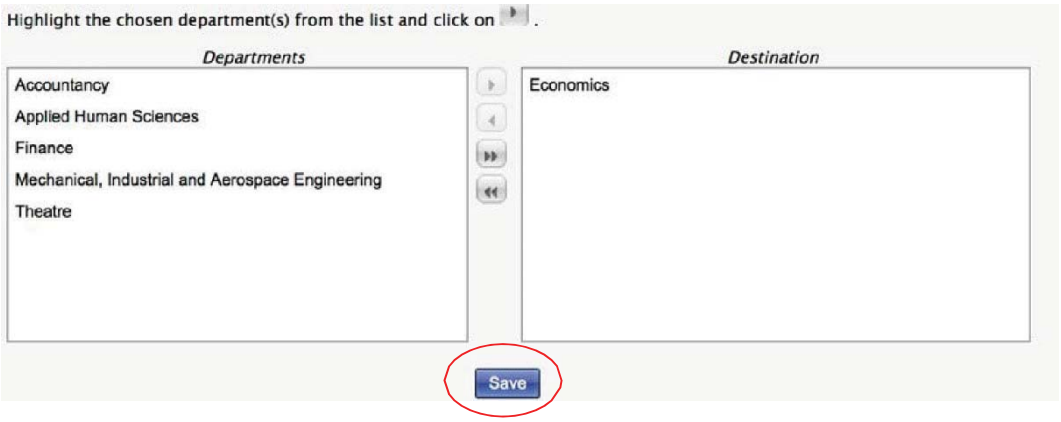
 Add selected department(s)

 Remove selected department(s)

 Add all departments

 Remove all departments

Then click on “Save”.

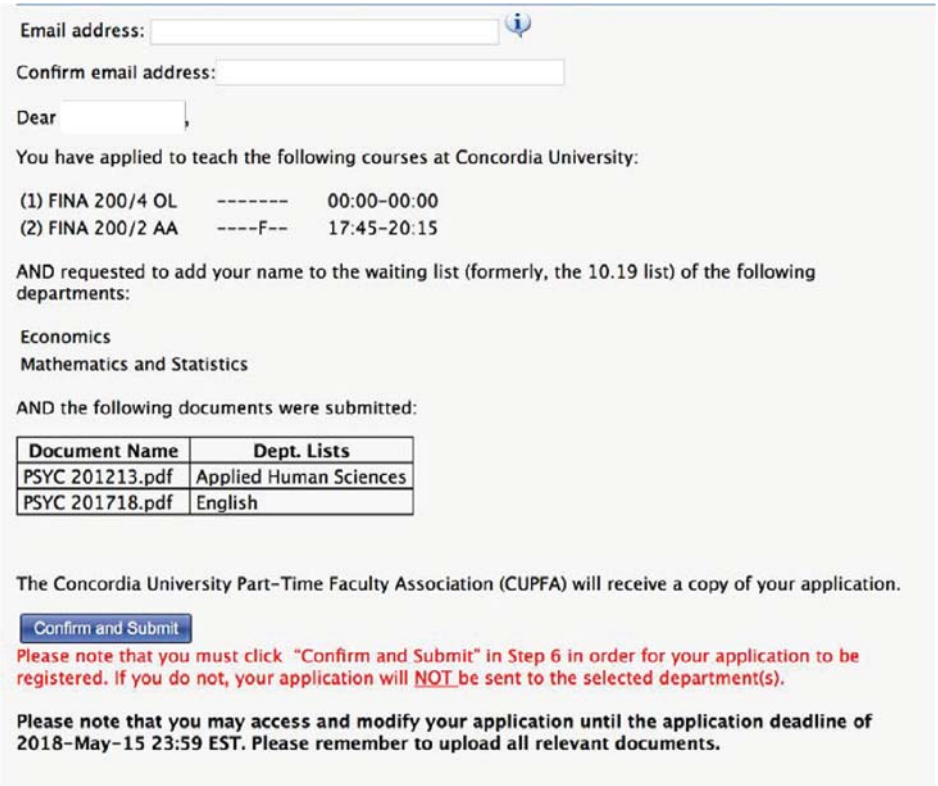


Please note that your documents will not be submitted to any department unless you specify a destination department for every document that you upload.

f. Step 6: Confirm and Submit

You may review your selected courses, departmental waiting lists (formerly, 10.19 lists) and the document(s) you submitted to the department(s) you applied to teach.

- ***Please refresh the page if you don't see the application details displayed on Step 6.***



Email address:

Confirm email address:

Dear ,

You have applied to teach the following courses at Concordia University:

(1) FINA 200/4 OL ------- 00:00-00:00
(2) FINA 200/2 AA ----F-- 17:45-20:15

AND requested to add your name to the waiting list (formerly, the 10.19 list) of the following departments:

Economics
Mathematics and Statistics

AND the following documents were submitted:

Document Name	Dept. Lists
PSYC 201213.pdf	Applied Human Sciences
PSYC 201718.pdf	English

The Concordia University Part-Time Faculty Association (CUPFA) will receive a copy of your application.

Confirm and Submit

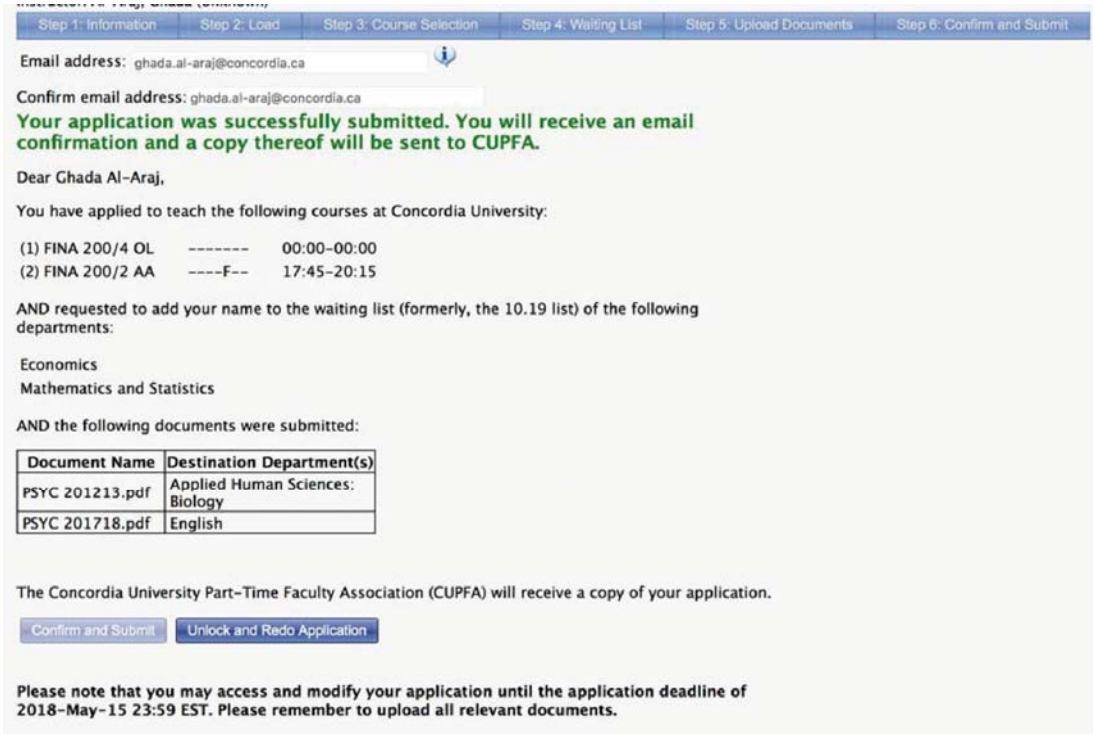
Please note that you must click "Confirm and Submit" in Step 6 in order for your application to be registered. If you do not, your application will NOT be sent to the selected department(s).

Please note that you may access and modify your application until the application deadline of 2018-May-15 23:59 EST. Please remember to upload all relevant documents.

- Please enter a valid email address. A confirmation of your application will be sent to you to this email address.
- Please re-enter your email address.
- Please note that you must click on "Confirm and Submit" to submit your application; otherwise, your application will not be submitted.

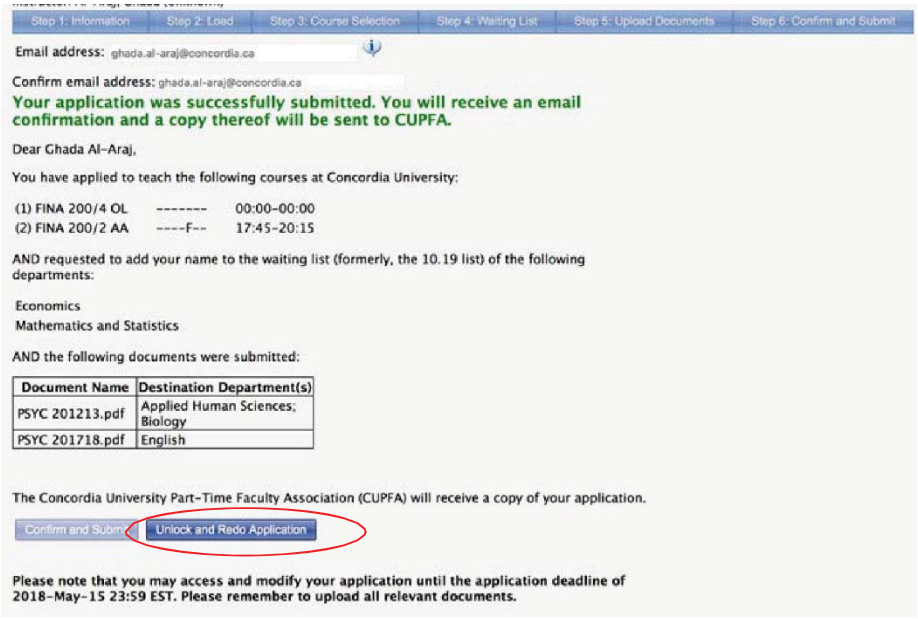
By clicking on “Confirm and Submit”, your application will be submitted to the department(s) and a copy sent to the Concordia University Part-Time Association (CUPFA).

You will see the following confirmation message in GREEN font.

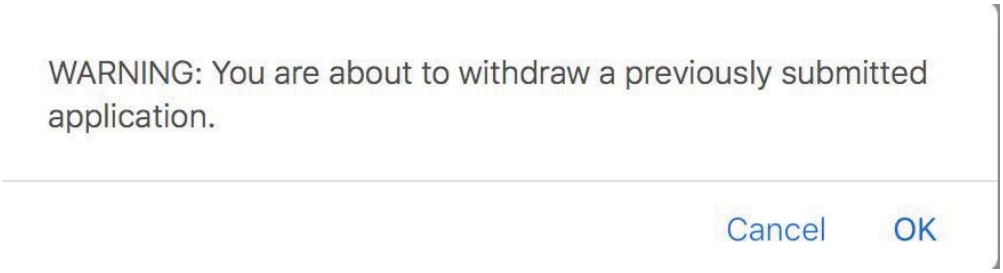


Make Changes to Your Application

You may modify a previously submitted application until the application deadline. Note that you must click on “Unlock and Redo Application”.



You will then get the following message to confirm that you wish to withdraw a previously submitted application:



By clicking on “OK”, your previously submitted application will be withdrawn from the department(s) list of applicants; however, the system retains the courses you previously selected and you may modify them as required.

You must complete Step 6 for any changes you make to be submitted.

Please note that you will be able to access and modify your online application until the application deadline that is posted on the FRIS homepage https://fris.concordia.ca/***.***

Merging PDF Documents

Thank you for your interest in Part-Time teaching at Concordia University. This document will provide you with instructions on merging PDF documents together in different platforms/operating systems.

Option 1: online cross-platform PDF merging

- Open your browser of choice (i.e., Google Chrome, Safari, Internet Explorer).
- Go to: https://www.pdfmerge.com/
- Upload each of the PDF files you wish to merge by clicking on "Choose File".
    - *NB: You must upload the files in the order you wish for them to be order in the final, merged, document.*
- If you wish to merge 5 files or more, click on "More files" until you obtain the desired amount of file uploads.
- Once you have uploaded all the files you wish to merge, click "Merge!".
- You will be redirected. Enter an email to have the merged PDF document emailed to you OR click on "View & Download in Browser".
- You will receive your merged PDF as an email attachment OR it will appear in your download folder.
- Click on "Process another file" if you wish to merge additional documents.

Option 2: Mac Preview

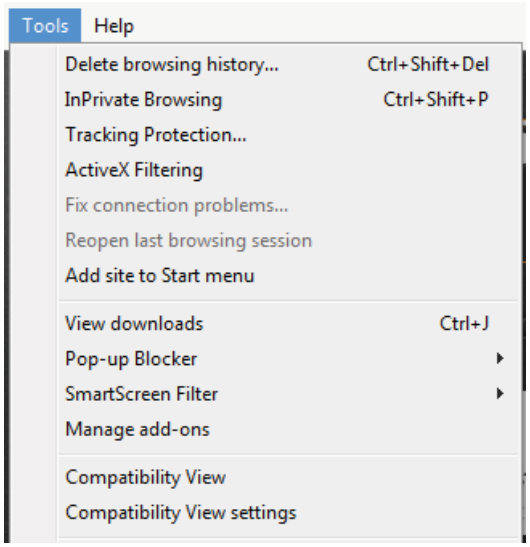
- Open the first document in Preview.
- Under the "View" folder, click on "Thumbnails".
- In a separate "Finder" window, locate the next PDF file you wish to merge, drag and drop it into the "Thumbnails" bar.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click "File" and "Save as" to rename new, merged PDF.

Option 3: Adobe Acrobat

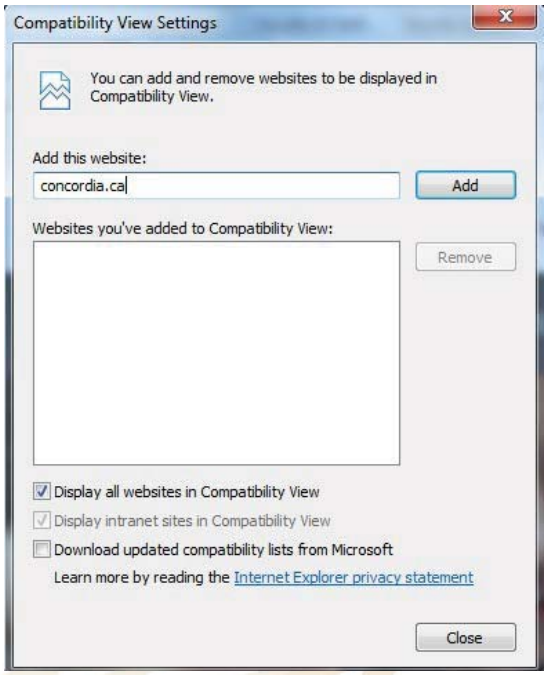
- Open the first document in Adobe Acrobat.
- Click on "Tools" menu, then "Organize Pages".
- Click on "Insert" then "From File". You will be prompted to select the additional document or documents you wish to merge.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click "File" and "Save as" to rename new, merged PDF.

How to Fix IE Browser Compatibility

1. Open an IE web page.
2. On the top bar, go to “Tools” and click on “Compatibility View Settings”.



3. Enter “Concordia.ca” in the “Add this website” white box, click on “Add” then “Close”.



4. The problem will be resolved and you may log in to FRIS again and access the courses.