



Contract Instructor QUICK GUIDE

Contact/Info

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Your Union

CUPE 4600 has two Units made up of over 3000 Members:

- **Unit 1** – Teaching Assistants (TAs), & internally-funded Research Assistants (RAs)
- **Unit 2** – Contract Instructors (CIs)

Health Benefits

Your health benefits provider is Greenshield. Coverage includes:

- prescription drugs
- dental care
- vision care
- physio, massage, & chiropractic care
- gender affirming care

Look out for an email from CanBen to enrol, add spouses and dependants, or opt-out.

CLT+Employee ID-00

Rights

Intellectual Property

You own all intellectual property (IP) rights with respect to original work produced for your assigned course(s), except where mutually agreed with the University and/or a third party (see Article 10).

Seniority

Seniority points correspond with the credit workload (e.g., 0.5 credit = 0.5 seniority points).

- Accrued seniority expires after 24 months if you have not worked as a CI, except where there is an approved leave (see Article 16).

Incumbency

You gain a 60 month (5 year) incumbency for courses you've taught, which essentially short-lists you by seniority points for hiring for the same course in future years.

- Where there is more than one incumbent, the CI with higher seniority will be appointed (see Article 16).

Course Cancellations

Where a contract is cancelled not less than 3 weeks before the first class, you are entitled to receive a cancellation fee (see Article 22.4 for exact amounts).

Responsibilities

Student Experience Questionnaire (SEQ)

Near the end of each term, you must share the University's SEQ form with students in each course either in-person or online (see Article 18).

- For in-person classes, you can opt for paper evaluations via Carleton Central-->Faculty Services-->SEQ Method Preference.

Teaching Assistants

If you are assigned a Teaching Assistant, you must meet with and fill out an Assignment of Duties (AOD) form prior to their start of work and hold a mid-term meeting to check-in on remaining hours.

- You must provide at least 5 week-days for marking turnaround (see our CIs with TAs info sheet for more).

Other Benefits

Tuition Discount

Up to \$900 for yourself and/or dependant. Must have taught 3 credits in last 36 months, and at least once in the last year (see Article 26).

CI Teaching Awards

5 \$2000 awards per year (see Article 28)

Professional Development Fund

Up to \$1,100 per academic year for teaching materials and/or professional development (See video via U2 new member resources page of our website).