



6. Next, offer work to Visiting Faculty subject to the limitations in provision 12.34;
7. Next, pursuant to provision 12.7 give careful consideration to all part-time and full-time temporary faculty with no one-year or multi-year appointments who were employed during the current or immediate past academic year. Temporary faculty in this group may be appointed in any order. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall be considered "new or additional" and assigned according to the order set forth in Paragraph 8 below.
8. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
  - i. First, offer work to three-year, part-time appointees up to and including a 1.0 time base;
  - ii. Next, offer work to all other part-time temporary faculty offered appointments pursuant to paragraphs 4 and 5 above up to and including a 1.0 time base; and
  - iii. Last, offer work to any other qualified candidate.

Per Article 12.29.b of the CBA, I certify that I have examined the qualifications of my current part-time lecturers with 12.12 contracts and 12.3 entitlements, and have offered this course(s) to all those qualified. No current part-time lecturer is qualified and/or available to teach these units, requiring that an emergency hire be made.

\_\_\_\_\_  
Program Chair

\_\_\_\_\_  
Date

Having reviewed the program's compliance with Article 12.29.b, I authorize the emergency hire of \_\_\_\_\_ for the \_\_\_\_\_ semester.  
(name of intended hire)

\_\_\_\_\_  
AVP or Appropriate Administrator

\_\_\_\_\_  
Date

***Please return signed form to Donna Veal, Assistant Director of Academic Personnel, prior to processing hire paperwork.***