Frequently Asked Questions about Contract Teaching Information for Candidates

Thank you for your interest in pursuing a contract teaching opportunity (also referred to as a Non-Full-Time or NFT position) at George Brown Polytechnic. Here are some key pieces of information regarding the hiring process.

Background

George Brown Polytechnic (formerly known as George Brown College) opened its doors in 1968 and offers a wide range of programs including arts and design, business, computer technology, construction, culinary arts, early childhood education, health sciences and preparatory programs that support student access to learning.

The Polytechnic offers a range of credentials including apprenticeship, certificates, diplomas, post-graduate certificates, and degrees and combines theoretical frameworks, practical application, and work-integrated learning to help students to develop skills for success in the workplace.

There may be both in-person and online teaching positions at four primary campuses (Casa Loma, St James, Waterfront and TMU) in the downtown Toronto area.

In most programs the Polytechnic offers daytime courses year-round. The standard semesters are Fall (Sept-Dec), Winter (Jan-Apr) and Spring/Summer (May-Aug). Continuing Education courses are typically offered on evenings and weekends and scheduled offerings are ongoing.

Consideration

Q: How can I be considered for non-full-time (NFT) teaching?

A: Submit your resume to the Associate Dean's office for your subject area of expertise. These hiring managers will keep resumes on file and will reach out when there is a specific need in the area.

Business – Contact: business@georgebrown.ca

Chef School/Hospitality – Contact: Abigail Shuster at Abigail.Shuster@georgebrown.ca

Computer Technology – Contact: Albert Danison at Albert.Danison@georgebrown.ca

Construction and Engineering Technologies:

- Apprenticeship and Skilled Trades/Architectural Studies/Engineering Technologies – Contact: Adel Esayed at Adel.Esayed@georgebrown.ca
- Construction Management – Contact: Peter Tumidajski at peter.tumidajski@georgebrown.ca

Creative Industries:

- Arts & Design – Contact: design@georgebrown.ca
- Dance – Contact: Dance@georgebrown.ca
- Fashion and Jewellery – Contact: fashionandjewellery@georgebrown.ca
- Media – Contact: media@georgebrown.ca
- Theatre – Contact: PerformingArts@georgebrown.ca

Deaf and Deafblind Studies – Contact: Ana Vukelic at ana.vukelic@georgebrown.ca

Early Childhood Education/Behavioural Analysis – Contact: Jenn Santino at jsantino@georgebrown.ca or Patricia Chorney Rubin at prubin@georgebrown.ca

English and Communication – Contact: Shadwa Ali at shadwa.ali@georgebrown.ca and Alexandra MacLennan at amaclenn@georgebrown.ca with a copy to Sarah Hayes sarah.hayes@georgebrown.ca

Health Sciences:

- Allied Health – Contact: Heather Hudson at Heather.Hudson@georgebrown.ca
- Dental Health – Contact: Qian Yang at qyang@georgebrown.ca
- Nursing – Contact: Thania Morelos at tmorelos@georgebrown.ca

Liberal Arts and Sciences – Contact: Meadow Larkins at mlarkins@georgebrown.ca

Social & Community Services – Contact: Ana Vukelic at ana.vukelic@georgebrown.ca

Work & College Preparation – Contact: Joyce Schumann at jschumann@georgebrown.ca

Q: Will I need to provide verification of my academic credentials?

A: Please provide proof of your completed education by sending a copy of your Red Seal/certificate/diploma/degree or your transcripts. Verification may be required later.

For international credentials: If your highest level of education was attained in Canada but prior education was outside Canada, please provide a copy as indicated above. For example, if an undergraduate degree is outside Canada but this was a minimum requirement for a master's program at a Canadian university, then only the master's program verification is required.

However, if all your education was attained at an institution outside Canada, then please provide proof of verification and equivalency; it is the candidate's responsibility to obtain this through any of the following (cost varies by organization):

- World Education Services - Canada
- Comparative Education Service (University of Toronto – School of continuing studies)
- International Credential Evaluation Service (British Columbia Institute of Technology)
- International Qualifications Assessment Service (Alberta)
- Ministère de l'Immigration, de la Francisation et Intégration du Québec
- International Credential Assessment Service of Canada

If you have already completed an international credential assessment, then please provide that to facilitate the salary calculation process. Alternatively, you can provide this within 6 months of hire to have the calculation adjusted if necessary.

Assignment

Q: What kind of teaching contracts are available?

A: Contracts reflect the assigned teaching hours (scheduled class time). These are the following types of post-secondary teaching contracts:

Employment type	Teaching hours
Part-Time	3-6 teaching hours per week
Partial Load	7-12 teaching hours per week [unionized]
Sessional	13-18 teaching hours per week

Because of varying needs through the year, the number of contracts, contract type and pay associated with each type of contract may vary from semester to semester.

Q: How can I get a Partial Load contract?

A: Partial load assignments are based primarily on departmental needs. Allocation of such assignments gives priority consideration through the Partial Load Registry as outlined in the Academic Collective Agreement.

Q: How is salary determined for contract teaching positions? Salary Calculation

A: There is a calculation, using a formula in the Academic Collective Agreement (available on the College Employer Council website) which credits completed years of education and years of relevant work experience to determine the starting "step" and corresponding hourly rate.

This calculation is completed by Human Resources.

Pay is based on the number of weekly teaching contact hours, and the rate subsumes the associated tasks of preparation and evaluation.

Progression through the salary scale is based on accrued service credits and is calculated automatically by Human Resources.

Q: Will I receive any Benefits?

- **Part-time and Sessional employees** are eligible to participate in the CAAT Pension Plan (caatpension.on.ca). Pay in lieu of benefits of 4% is provided for all part time and sessional assignments. Vacation pay of 6% is added to the hourly pay rate.
- **Partial load employees** are eligible to participate in the CAAT Pension Plan (caatpension.on.ca) as well as certain Benefits as outlined in the Academic Collective Agreement. The hourly pay rate is **inclusive** of Vacation pay of 6%.

Q: Will I need to use my personal mobile device?

A: Yes. The Polytechnic has deployed a cybersecurity best practice of Multi-Factor Authentication (MFA) to protect systems and users. You will be asked to authenticate on your mobile phone through an Authenticator app in addition to logging in to work applications online as an extra layer of security. Learn more about Multi-Factor Authentication (MFA)

Next Steps

Q: How will I know if I'm being considered for an assignment?

A: The Associate Dean or someone from their office will contact you directly by email or call to discuss your interest and availability for a potential assignment. At that time, you may be asked to provide further clarification regarding your experience and credentials.

If you are selected for an assignment, then you will be requested to complete an "Education and Work History" document summarizing your background to ensure that maximum credit is assigned for the purpose of the salary calculation formula.

Update: October 26