

PARTIAL LOAD REGISTRY FREQUENTLY ASKED QUESTIONS (FAQ) FOR ACADEMIC PROFESSORS

What is the Partial-load Registry?

The Partial-Load Registry was introduced in the 2017 – 2021 CAAT-A Collective Agreement. It allows current or previously employed partial-load Professors (i.e. Professors teaching greater than 6 and up to 12 hours per week) to register their interest in working as a partial-load Professor at Humber Polytechnic for the **upcoming** academic year. Priority in **hiring for a course** is determined based on registered partial-load faculty meeting the eligibility criteria set out in Article 26.10 E of the Academic Collective Agreement.

Who can register?

Any past or present partial-load Professors of Humber Polytechnic may register interest in future partial-load work.

When does a Professor register?

Registration opens in December each year and closes on **April 30th each year**.
*Please be aware that registrations submitted after the April 30th deadline will **not** be accepted.*

Once a Professor registers, are they automatically in the Partial-Load Registry?

No, a submission of interest does not result in automatic placement on the Partial-Load Registry. The institution verifies eligibility. Professors must either be currently employed or have previously been employed as a **Partial-Load Professor** at Humber Polytechnic.

Please note: Eligibility for priority in hiring is determined separately in accordance with Article 26.10 E i).

What is the purpose of registering?

Partial-load Professors who **register** their interest in working and meet the eligibility criteria set out in Article 26.10 E (i.e. either have a current partial-load contract or have eight (8) months of service from partial-load teaching in the past four (4) academic years) are considered for course assignments ahead of faculty who have not registered. Therefore, if a Professor does not register, they may not receive teaching opportunities that they otherwise would have been eligible to receive.

Please note that registration must happen annually by April 30th to receive consideration for the upcoming academic year. Registration for a previous year does not automatically register Professors for future years.

How does a Professor register?

When registration opens, the Professor may fill out the [Partial Load Faculty Registry eForm](#) and provide the necessary information. Upon registration completion, Professors should receive a confirmation email. If a confirmation email is not received in either the inbox or junk mail folder, please contact the HR Support Centre (via phone at 416.675.5001 or [chat](#)) without delay.

Where can the Humber Number (N number) be found?

Log into [Banner](#) (MyHumber). The top right-hand corner of the Professor's schedule has the name and N number listed.

For further help locating the Humber Number (N number), contact the I.T. Support Centre.

I did not receive a confirmation email, what are my next steps?

If you do not find a confirmation email in either your inbox or “junk” folder, please submit your interest again immediately and before the deadline and contact HR Support Centre (via phone at 416.675.5001 or chat) without delay. There is no limit to how many times you can submit interest, we will only consider your most recent submission. Once you click on the “submit” button on the e-form, you will see the following notification on the webpage: **Submission Successful!**

This also prompts an email to be sent immediately to the email address you indicated on the e-form, therefore please double check that your email address is correct, otherwise you will not receive an email confirmation. If the confirmation email lands in your “junk” folder, please move this to a safe place for your records. If the email remains in your “junk” folder it may automatically delete after a number of days depending on the e-mail retention settings.

How does a Professor identify the maximum number of teaching contact hours they are prepared to teach?

The Professor can specify the maximum number of teaching contact hours that they are prepared to teach in the **Teaching Contact Hours section** of the [Partial-Load Registration E-form](#).

Does registering mean a Professor has hiring priority?

Registering for the Partial-Load Registry is the first step to ensuring Professors receive priority in hiring for available partial-load work.

Priority in hiring for a course is determined based on registered partial-load faculty meeting the eligibility criteria set out in Article 26.10 E of the Academic Collective Agreement.

If a Professor has registered before, do they have to register again?

Yes, registration for the Partial-Load Registry is an annual task. Professors must still register for subsequent years if they wish to be considered for the upcoming academic year. Registration does **not** carry over from year to year.

Who maintains the Registry?

Humber Polytechnic maintains the Registry.

Do partial-load Professors accrue seniority?

No, partial-load Professors do not accrue seniority. Rather they earn service credits in accordance with 26.10 C of the Academic Collective Agreement.

Service credits accumulate towards step progression on the partial-load wage grid (as per 26.10 B). To determine progression through the grid, ten (10) months of on-the-job experience will entitle the Professor to one year of service and progress one step on the grid.

Service credits also determine the priority in hiring for courses previously taught for those on the Partial-Load Registry.

How are months of service calculated?

Please review Article 26.10 C of the Academic Collective Agreement for details.

How much service do I have?

A list of service credits is prepared by the institution and is posted annually in January.

Professors with specific questions about service credits or a specific partial-load employment concern, can speak with their Associate Dean/Academic Leader. If after speaking with their Associate Dean/Academic Leader and questions remain, please contact the [HR Support Centre](#).

What courses have I previously taught?

The institution asks that Professors keep records of courses they have taught. If they do not have this information and need the information for a specific reason, please speak with your Associate Dean/Academic Leader.

What happens if I apply to the Partial-Load Registry more than once in the same year and identify a different maximum number of teaching contact hours that I am prepared to teach each time?

If a Professor applies to the Partial-Load Registry more than once in the same year, the most recent submission (received by the deadline) will be used when identifying the maximum number of teaching contact hours they are prepared to teach. Once the April 30th deadline has passed, the maximum number of teaching contact hours they are prepared to teach for that year's Partial-Load Registry cannot be revised.

Can my partial-load assignment be withdrawn?

The offer of Partial-Load employment is conditional on the institution determining that there is sufficient enrolment to warrant the assignment being offered.

If a Partial-Load assignment is offered and accepted, and one (or more) of the courses in that assignment is subsequently cancelled, the institution is not required to reassign or redistribute courses.

I have not worked for a period of time because of the birth/adoption of my child. How do I request Humber Polytechnic to extend the period in 26.10 E i) by the period I did not work?

Please advise your Associate Dean/Academic Leader of your leave and its duration, to allow the institution an opportunity to review and extend the period in 26.10 E i) by the period of time not worked, *as per Article 26.10 F of the Collective Agreement.*

I want access to information on the Partial-Load Registry.

If a Professor has specific concerns related to their employment as a partial-load Professor, they may speak with their Associate Dean/Academic Leader.

I still have questions! Who can I contact?

Please contact your Associate Dean/Academic Leader, or a Union Steward. A list of your local stewards can be found on the [List of Contacts page](#) of the [Humber Faculty Union website](#).

For any **People(s) & Culture** related questions or resources, please contact us at **416.675.5001** or visit our website at humber.ca/peoples-and-culture/.