

Guidelines: Part-time Faculty Documentation

1. Compensation Calculation Form

- Your salary will be determined based SOLELY on the education and employment details provided on this form so please ensure that all relevant education and experience is included
- If you have been self-employed or held overlapping short-term contracts and consider yourself to be fully employed (e.g. 35+ hours/week) you may choose to complete the form as shown in the example below:

	Name of Employer	Position Title	Industry/Field	From (MM/YYYY) Months are required	To (MM/YYYY) Months are required	Full-time (FT) or Part-time (PT)?	If PT, please list average # of hours worked per week
1	Self-employed	Actor	Acting	01/2000	Present	FT	

2. Copies of all relevant post-secondary credentials (e.g. 1-year certificates, diplomas or degrees) or designations (e.g. P.Eng., CPA)

- At this stage, we can accept scanned copies or photographs of diplomas or transcripts
- If you have credentials obtained outside of Canada, complete a free preliminary Canadian equivalency evaluation using this [free online tool](#) or provide a scanned copy of previous evaluation

Please note: In the event that you are offered employment, official sealed transcripts or an official sealed Canadian equivalency evaluation for credentials obtained outside of Canada would be required as a condition of employment. Failure to meet this requirement could result in termination of the contract (more details would follow upon receipt of the official contact).