


PART TIME FACULTY APPLICATION SYSTEM

How to Set up an Account

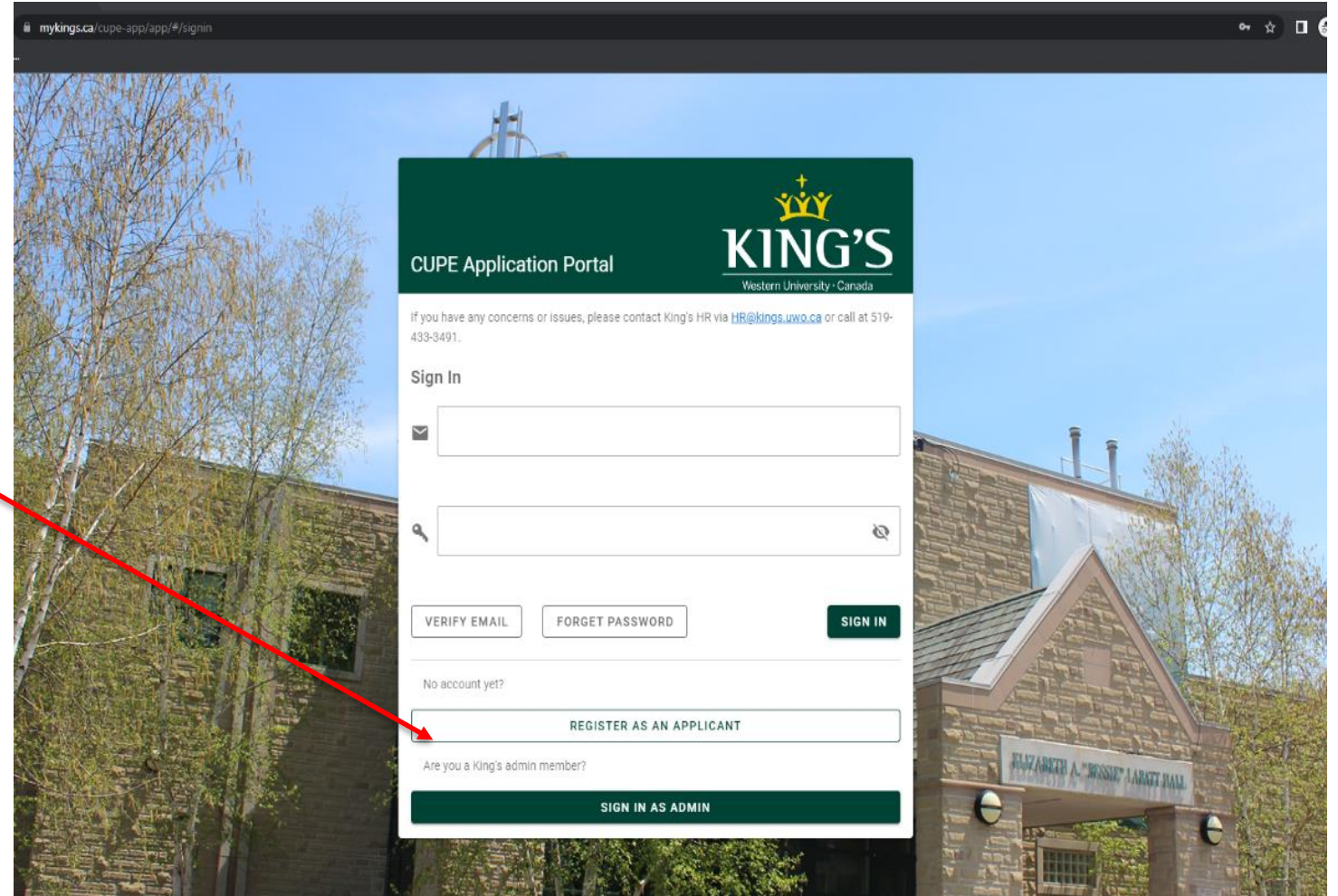
1. Access CUPE Application Site

Open your internet browser and go to <https://mykings.ca/cupe-app/>

- Chrome internet browser is highly recommended.  chrome
- **Note**: Some functions of the system are not compatible with other browsers and may not work as intended.

2. Register as an Applicant

If you are new to the system, click on “Register as an Applicant”



The screenshot shows the 'CUPE Application Portal' for King's Western University - Canada. The page includes a sign-in form with fields for email and password, and buttons for 'VERIFY EMAIL', 'FORGET PASSWORD', and 'SIGN IN'. Below the sign-in form, there is a link for 'REGISTER AS AN APPLICANT' and a section for 'Are you a King's admin member?' with a 'SIGN IN AS ADMIN' button. A red arrow points from the text on the left to the 'REGISTER AS AN APPLICANT' button.

mykings.ca/cupe-app/app/#/signin

CUPE Application Portal

KING'S
Western University - Canada

If you have any concerns or issues, please contact King's HR via HR@kings.uwo.ca or call at 519-433-3491.

Sign In

VERIFY EMAIL FORGET PASSWORD SIGN IN

No account yet?

REGISTER AS AN APPLICANT

Are you a King's admin member?

SIGN IN AS ADMIN

3. Register New Account

Enter your information on the form.

- First name and Last Name
- Email (**Note**: You cannot use a Western email. You must use alternate mail to register. Email address can not include uwo.ca)
- Create a Password
- Phone number (no spaces or hyphens)
- Last 4 digits of your SIN number

Click Register

Register new Account
All information entered in below form will be kept safe and confidential.
If you have any concerns or issues, please contact King's HR via HR@kings.uwo.ca or call at 519-433-3491.

KING'S
Western University - Canada

First Name: HR
Last Name: Test

Email: HR_test@gmail.com
Please do not use your Western email address.

Password: [Redacted]

Below fields are needed to identify you more precisely. They will not be used for any non-identification purposes.

Phone Number: 5194333491
Last 4 digits of your SIN: [Redacted]

4 / 4

REGISTER

4. Confirm to Register

Confirm that all the information that you have entered is correct.

If there is an error – click “go back” and correct and follow step 3 and step 4 again.

If correct – click register

The screenshot shows a web form titled "Register new Account" with the King's University logo. The form contains fields for First Name (HR), Last Name (Test), Email (HR_test@gmail.com), Password, and Phone Number (5194333491). A modal window titled "Confirm to Register" is overlaid on the form, displaying the entered information and a message: "Please make sure that you have entered correct information. A confirmation email will be sent upon registration to verify your account." The modal has two buttons: "GO BACK" and "REGISTER". A red arrow points from the "GO BACK" button to the text "If there is an error – click 'go back' and correct and follow step 3 and step 4 again." Another red arrow points from the "REGISTER" button to the text "If correct – click register".

5. Confirmation Email Sent

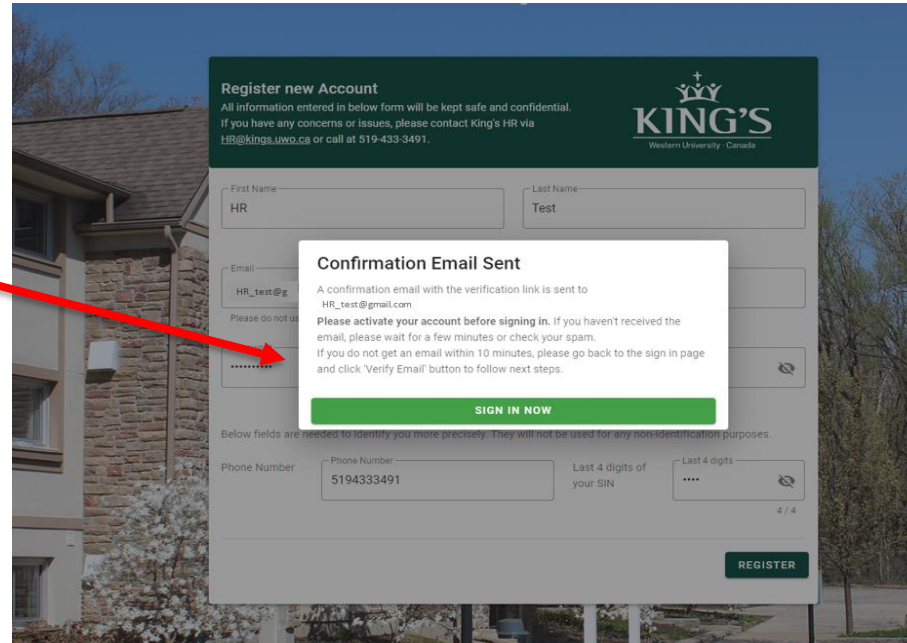
Once you have clicked “Register”, you should receive this message

Go into the email account that you used to set up the account.

You will have receive an email with an verification link.

Once email found you will need to click the verification link to verify your account.

Note: If you do not receive the email, check your spam/junk folder in your email.



From: noreply@cupe-app.firebaseio.com
Date: 2023-04-10 11:17 a.m. (GMT-05:00)
To: [REDACTED]
Subject: [CUPE Application Portal] Verify your email for King's University College CUPE Application

Hello HR Test,

Follow this link to verify your email address.

https://cupe-app.firebaseio.com/_/auth/action?mode=verifyEmail&oobCode=ZudmYoyf0EZvlfzx2Ncc36QLAYvEudXaYuT6vSm4AAAGHa74GHA&apiKey=AlzaSyAB4fMe_rqVPEQ-DnbGBPqIT504A-FveWw&lang=en

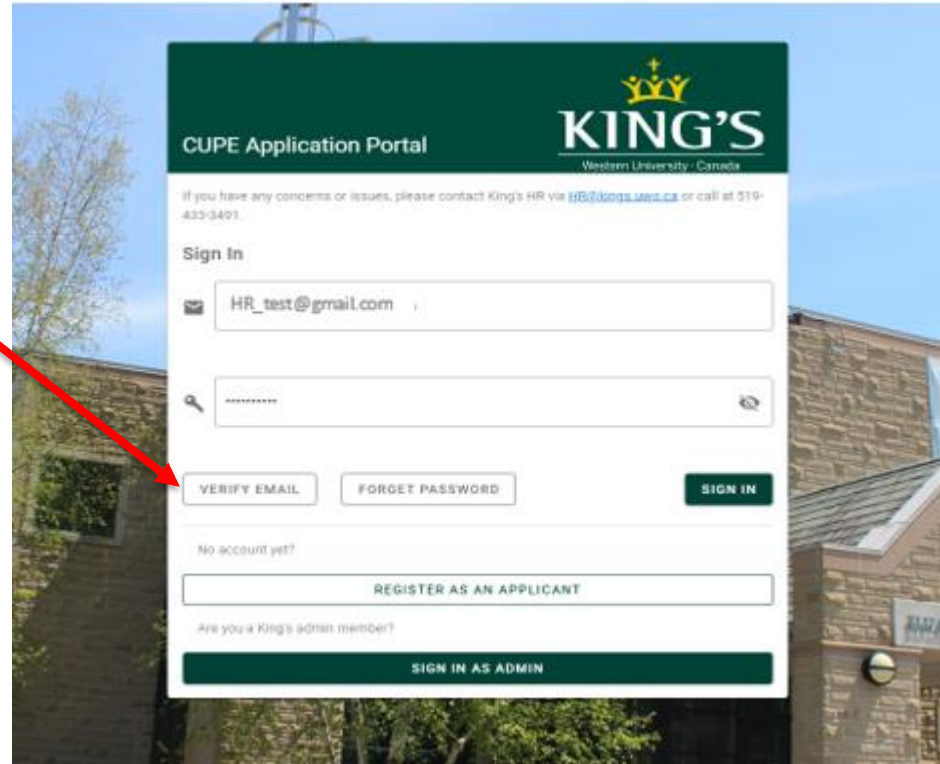
If you didn't ask to verify this address, you can ignore this email.

Thanks,

Your King's University College CUPE Application team

Still haven't received your confirmation email?

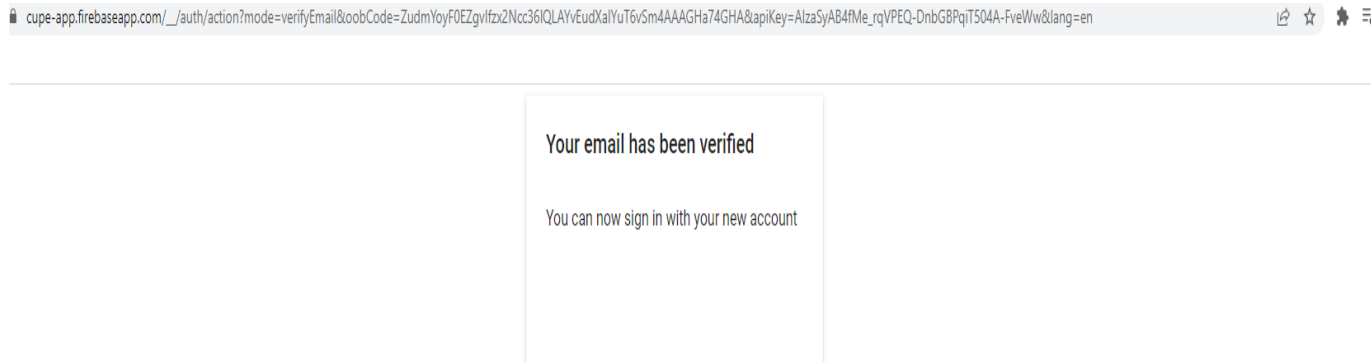
- Go back to <https://mykings.ca/cupe-app/>
- Click on “verify email”



The screenshot shows the 'CUPE Application Portal' for King's Western University. The page features a green header with the university's logo and name. Below the header, there is a sign-in section with two input fields: one for an email address (containing 'HR_test@gmail.com') and one for a password (masked with asterisks). To the right of the password field is an eye icon for toggling visibility. Below the input fields are three buttons: 'VERIFY EMAIL', 'FORGET PASSWORD', and 'SIGN IN'. The 'VERIFY EMAIL' button is highlighted with a red arrow from the text 'Click on “verify email”' in the list above. Below the sign-in section, there is a link for 'REGISTER AS AN APPLICANT' and a 'SIGN IN AS ADMIN' button at the bottom.

6. Account Created

Once you have clicked on the verification link in the email that was sent, you should see the following message on your screen.



You can now return to the main page of the Application Portal and sign in to set up your profile and apply to postings <https://mykings.ca/cupe-app/>

How to Set Up Your Profile

1. Sign into Account

- Enter your email address
- Enter your password
- Click “Sign in”

CUPE Application Portal

KING'S
Western University - Canada

If you have any concerns or issues, please contact King's HR via HR@kings.uwo.ca or call at 519-433-3491.

Sign In

No account yet?

Are you a King's admin member?

2. Home Screen

- On the home screen you will find helpful information such as notifications and announcements

HR Test

KING'S
Western University - Canada

CUPE Application Portal

Welcome to the new CUPE Application Portal!
Have a great day!

Announcement last updated: Fri Mar 31 2023, 11:26:01

Home

Profile

My Applications

Browse Postings

Contacts & Useful Links

Human Resources

HR@kings.uwo.ca
519-433-3491

Academic Dean's Office

[Contacts](#)

Links

Coming Soon!

Moved to a new address?

Your current address in our system is:

1234 Hiring Way
London, ON
N6A 2M3

If the above address does not reflect your current address, please have them updated in your 'Profile' of this portal.

Your Cart Items

Please apply via the cart in [Browse Postings.](#)

No items in cart

2. Home Screen

- Have you changed your address?

If **yes**, please notify the HR department by email as well at HR@kings.uwo.ca

HR Test



- Home
- Profile
- My Applications
- Browse Postings

CUPE Application Portal

Welcome to the new CUPE Application Portal!
Have a great day!

Announcement last updated: Fri Mar 31 2023, 11:26:01

Contacts & Useful Links

Human Resources
✉ HR@kings.uwo.ca
☎ 519-433-3491

Academic Dean's Office
🔗 [Contacts](#)

Links
Coming Soon!

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Your current address in our system is:
1234 Hiring Way
London, ON
N6A 2M3

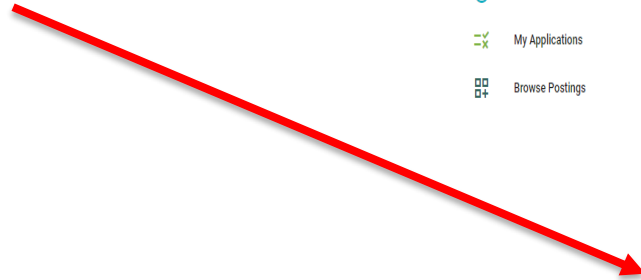
If the above address does not reflect your current address, please have them updated in your 'Profile' of this portal.

Your Cart Items
Please apply via the cart in [Browse Postings](#).

No items in cart

2. Home Screen

- Contact information or relevant links



HR Test

KING'S
Western University - Canada

Home
Profile
My Applications
Browse Postings

CUPE Application Portal

Welcome to the new CUPE Application Portal!
Have a great day!

Announcement last updated: Fri Mar 31 2023, 11:26:01

Contacts & Useful Links

Human Resources
HR@kings.uwo.ca
519-433-3491

Academic Dean's Office
[Contacts](#)

Links
Coming Soon!

Moved to a new address?

Your Cart Items
Please apply via the cart in Browse Postings.
No items in cart

2. Home Screen

- Your Cart Items –
Once you have selected postings to add to your cart, they will appear here until you have complete the application process

HR Test

KING'S
Western University - Canada

Home
Profile
My Applications
Browse Postings

CUPE Application Portal

Welcome to the new CUPE Application Portal!
Have a great day!

Announcement last updated: Fri Mar 31 2023, 11:26:01

Contacts & Useful Links

Human Resources
✉ HR@kings.uwo.ca
☎ 519-433-3491

Academic Dean's Office
🔗 [Contacts](#)

Links
Coming Soon!

Moved to a new address?

Your current address in our system is:

1234 Hiring Way
London, ON
N6A 2M3

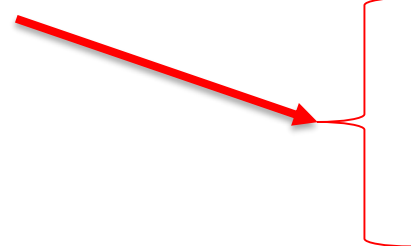
If the above address does not reflect your current address, please have them updated in your 'Profile' of this portal.

Your Cart Items
Please apply via the cart in [Browse Postings](#).

No items in cart

2. Home Screen

- And easy to navigate buttons

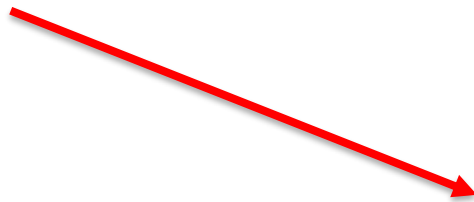


- Home
- Profile
- My Applications
- Browse Postings

A screenshot of the CUPE Application Portal home screen. The header is dark green with a white hamburger menu icon and the text 'CUPE Application Portal'. Below the header is a blue-bordered box with a welcome message: 'Welcome to the new CUPE Application Portal! Have a great day!'. To the right of this box is the text 'Announcement last updated: Fri Mar 31 2023, 11:26:01'. The main content area is divided into three sections: 1. 'Contacts & Useful Links' (yellow background) containing 'Human Resources' with contact info (HR@kings.uwo.ca, 519-433-3491) and 'Academic Dean's Office' with a 'Contacts' link. 2. 'Moved to a new address?' (pink background) with a white input field. 3. 'Your Cart Items' (teal background) with the text 'Please apply via the cart in Browse Postings.' and 'No items in cart'.

3. Setting up your Profile

Click on the profile link



3. Setting up your Profile

Fill your profile information (General, Educations, Employment and References).

Select your preferred email (Note: this can be a UWO email address if you prefer)

Click "Save"

Now you are ready to apply to postings!

HR Test



- Home
- Profile**
- My Applications
- Browse Postings

My Profile

This information will be used to auto-fill some of the application forms for you. You will be able to edit the following information in here as well as in the application form.

Updates will not be saved until "Save Changes" button is clicked.

| GENERAL | EDUCATION | EMPLOYMENT | REFERENCES |
|--|----------------------------------|--|------------|
| <p>First Name HR</p> | <p>Last Name Test</p> | <p>Preferred Name</p> | |
| <p>Street Address 1234 Hiring Way</p> | | | |
| <p>City London</p> | <p>Province ON</p> | <p>Postal Code N6A 2M3</p> | |
| <p>Home Phone 5194333491</p> | <p>Cell Phone 5194333491</p> | | |
| <p>Checked email will be your preferred email. Please make sure your preferred email is active to use.</p> | | | |
| <p><input type="checkbox"/> Email Address</p> | | <p><input checked="" type="checkbox"/> Western Email Address HR@kings.uwo.ca</p> | |

How to Apply for Postings

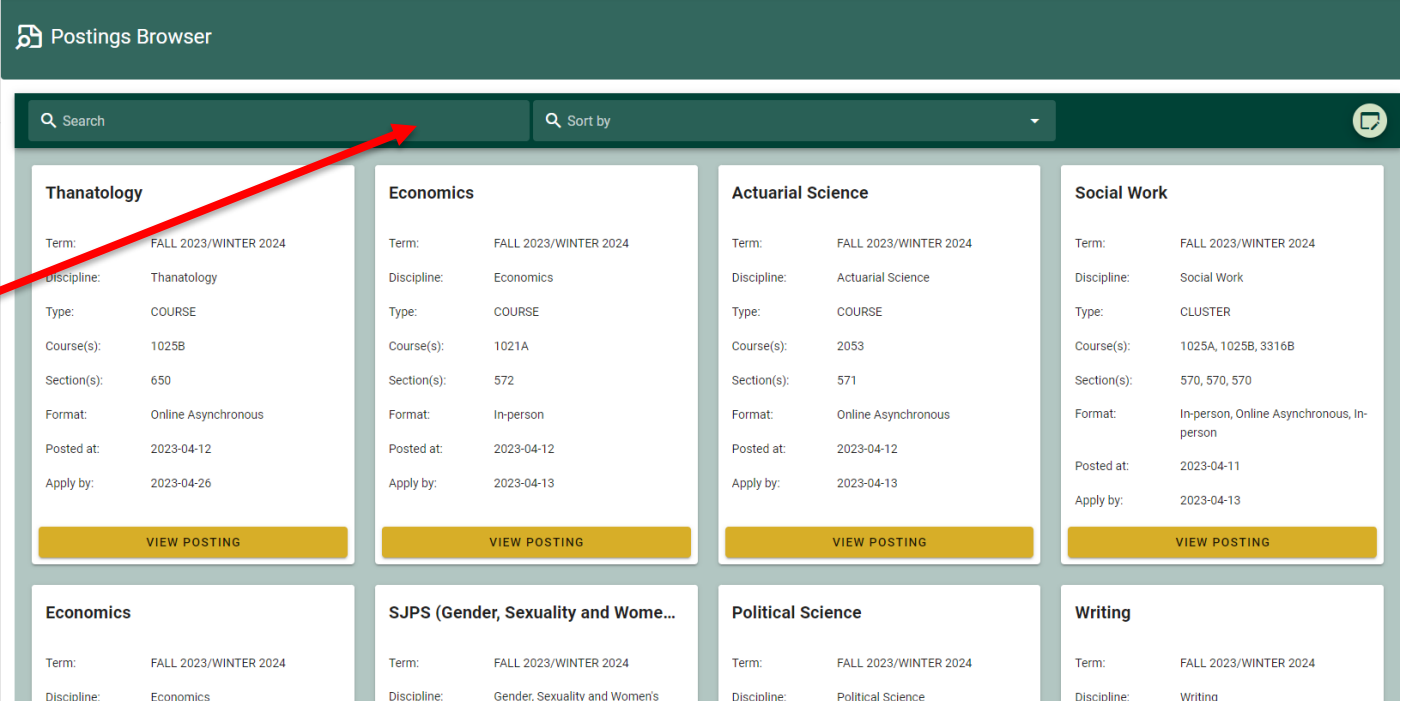
1. Browse Postings

- Click on “Browse Postings”

The screenshot displays the CUPE Application Portal interface. On the left, a navigation menu is visible with the following items: Home, Profile, My Applications, and Browse Postings. A red arrow points from the text 'Click on “Browse Postings”' to the 'Browse Postings' menu item. The main content area features a dark green header with the text 'CUPE Application Portal'. Below the header, there is a blue information box with the text 'Welcome to the new CUPE Application Portal! Have a great day!'. To the right of this box, a small text indicates 'Announcement last updated: Fri Mar 31 2023, 11:26:01'. The main content area is divided into three sections: 'Contacts & Useful Links' (yellow background), 'Moved to a new address?' (pink background), and 'Your Cart Items' (light blue background). The 'Contacts & Useful Links' section includes 'Human Resources' with contact information (HR@kings.uwo.ca, 519-433-3491), 'Academic Dean's Office' with a 'Contacts' link, and 'Links' with the text 'Coming Soon!'. The 'Moved to a new address?' section contains a search input field. The 'Your Cart Items' section displays 'No items in cart'.

1. Browse Postings

- All current postings will be listed here in order of posting date(s)
- You can search using the search functions i.e. search by discipline, course number etc.



The screenshot displays the 'Postings Browser' interface. At the top, there is a search bar and a 'Sort by' dropdown menu. Below this, the interface is organized into a grid of course listings. Each listing includes details such as Term, Discipline, Type, Course(s), Section(s), Format, Posted at, and Apply by. A red arrow points from the search bar to the 'Thanatology' listing. Each listing has a 'VIEW POSTING' button at the bottom.

| Discipline | Term | Type | Course(s) | Section(s) | Format | Posted at | Apply by |
|---|-----------------------|---------|---------------------|---------------|---|------------|------------|
| Thanatology | FALL 2023/WINTER 2024 | COURSE | 1025B | 650 | Online Asynchronous | 2023-04-12 | 2023-04-26 |
| Economics | FALL 2023/WINTER 2024 | COURSE | 1021A | 572 | In-person | 2023-04-12 | 2023-04-13 |
| Actuarial Science | FALL 2023/WINTER 2024 | COURSE | 2053 | 571 | Online Asynchronous | 2023-04-12 | 2023-04-13 |
| Social Work | FALL 2023/WINTER 2024 | CLUSTER | 1025A, 1025B, 3316B | 570, 570, 570 | In-person, Online Asynchronous, In-person | 2023-04-11 | 2023-04-13 |
| Economics | FALL 2023/WINTER 2024 | | | | | | |
| SJPS (Gender, Sexuality and Women's...) | FALL 2023/WINTER 2024 | | | | | | |
| Political Science | FALL 2023/WINTER 2024 | | | | | | |
| Writing | FALL 2023/WINTER 2024 | | | | | | |

2. View Postings

- To view the full posting, click on “View Posting”

- The full posting will open to view.

The screenshot shows a 'Postings Browser' interface with a search bar and a grid of job postings. The grid contains eight postings, each with details like Term, Discipline, Type, Course(s), Section(s), Format, Posted at, and Apply by. A red arrow points to the 'VIEW POSTING' button for the Economics posting.



PART-TIME FACULTY APPOINTMENTS

These work assignments are posted in accordance with the Collective Agreement between King's University College and CUPE 5265.

FALL 2023/WINTER 2024 Term

Academic Unit:

Economics - COURSE Posting

| Term | Section | Class Format | Catalog | Name | Component | Approx. Size | Days | | | | | Start Date | End Date | Time |
|-----------|---------|--------------|---------|------------------------------|-----------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|------------|-----------------|
| | | | | | | | Mon | Tue | Wed | Thu | Fri | | | |
| FALL 2023 | 572 | In-person | 1021A | PRINCIPLES OF MICROECONOMICS | LEC | 90 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2023-09-01 | 2023-12-31 | 6:30 PM-8:00 PM |

Application Deadline: 2023-04-13

Notes

Qualifications

Candidates must have a PhD (or ABD) in the area of Economics or have taught the course in the last 24 months, academic teaching experience within Economics or related area at the University level, and a demonstrated record of performance. Candidates must have the qualifications appropriate to the Academic Calendar description of the course(s) for which an application is being made.

Responsibilities

You will be responsible for all activities associated with the successful delivery of the course, including but not limited to: developing, preparing, and delivering the course at a University level; setting and marking examinations; assessing the academic work of students, reporting grades, and participating in the resolution of student appeals (as per 12.04 of the CUPE 5265 Collective Agreement).

Salary

| | | |
|----------------------------|-----------------|-----------------|
| Effective Date as of May 1 | 0.5 Course Load | 1.0 Course Load |
|----------------------------|-----------------|-----------------|

3. Add Posting(s) to Cart

- Click “Add to Cart” located at the bottom of the posting
- Exit out of current posting and repeat for any additional postings that you would like to add to your cart

Applying at King's

Consideration of applicants will include an assessment of qualifications, teaching competence, capability, skills and ability, and prior relevant experience as well as seniority in cases where applicants are considered relatively equal. Applicants should have fluent written and oral communication skills in English.

Candidates must apply by submitting their application and supporting documentation using the **Part-Time Teaching Application Form** found at this link: <https://mykings.ca/cupe-app/>

Please note that Departments/Schools reserve the right to review and modify all course syllabi to ensure alignment with course and program learning outcomes, as necessary, to ensure continuity across course sections and academic years, and in order to maintain the integrity of the academic program as a whole.

Please be advised that course section caps may be exceeded from time to time. The College will endeavor to keep increases beyond the cap to a minimum so as not to compromise the pedagogical mode of delivery of the course.

All positions are subject to budgetary approval.

The College is committed to advancing the Catholic intellectual tradition and welcomes faculty, staff, and students from all faiths and backgrounds.

King's University College is committed to Employment Equity and welcomes applications from qualified individuals, including persons of all genders and sexual orientations, persons with disabilities, Indigenous persons, and racialized people.

King's University College is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College's employment opportunities. If you require an accommodation during the recruitment process, please contact Human Resources at HR@kings.uwo.ca or 519-433-3491 for assistance.

All qualified candidates are encouraged to apply, however, Canadian citizens and permanent residents will be given priority.

ADD TO CART

Quick Review- Your Cart Items

- Once you have added postings to your cart, they will be visible on the Home Page under “Your Cart Items”
- This will list all courses that you have added to your cart but have not yet submitted an application
- **Note:** Items in your cart are those that you have not yet submitted an application for. You must return to Browse Postings to apply

KING'S
Western University - Canada

Home
Profile
My Applications
Browse Postings

Welcome to the new CUPE Application Portal!
Have a great day!

Announcement last updated: Fri Mar 3

Moved to a new address?

Your current address in our system is:



1234 Hiring Way
London, ON
N6A 2M3

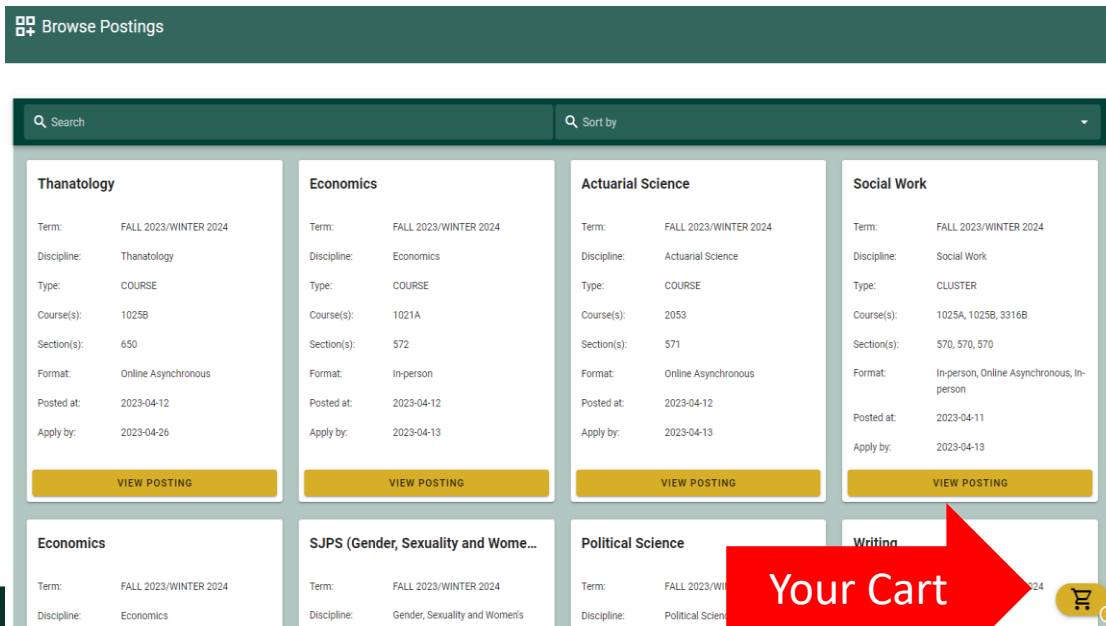
If the above address does not reflect your current address, please have them updated in your 'Profile' of this portal.

Your Cart Items
Please apply via the cart in [Browse Postings](#).

| Title | Discipline | Type | Posting Due | |
|-------------|------------|--------|-------------|----------------|
| Thanatology | THANAT | COURSE | 2023-04-26 | 14 day(s) left |
| Economics | ECONOMIC | COURSE | 2023-04-13 | 1 day(s) left |

4. Complete Your Application

- Once you have added the postings to your cart, click on the cart button in the bottom right of screen to apply 
- A new window will open to display posting in your cart. Click “Apply” to complete application 
- **Note:** You can delete any postings from your cart that you do not want to apply for



Browse Postings

Search Sort by

| Thanatology | Economics | Actuarial Science | Social Work |
|------------------------------|------------------------------|-------------------------------|---|
| Term: FALL 2023/WINTER 2024 | Term: FALL 2023/WINTER 2024 | Term: FALL 2023/WINTER 2024 | Term: FALL 2023/WINTER 2024 |
| Discipline: Thanatology | Discipline: Economics | Discipline: Actuarial Science | Discipline: Social Work |
| Type: COURSE | Type: COURSE | Type: COURSE | Type: CLUSTER |
| Course(s): 1025B | Course(s): 1021A | Course(s): 2053 | Course(s): 1025A, 1025B, S316B |
| Section(s): 650 | Section(s): 572 | Section(s): 571 | Section(s): 570, 570, 570 |
| Format: Online Asynchronous | Format: In-person | Format: Online Asynchronous | Format: In-person, Online Asynchronous, In-person |
| Posted at: 2023-04-12 | Posted at: 2023-04-12 | Posted at: 2023-04-12 | Posted at: 2023-04-11 |
| Apply by: 2023-04-26 | Apply by: 2023-04-13 | Apply by: 2023-04-13 | Apply by: 2023-04-13 |
| VIEW POSTING | VIEW POSTING | VIEW POSTING | VIEW POSTING |

Economics

| | |
|-----------------------------|-----------------------|
| Term: FALL 2023/WINTER 2024 | Discipline: Economics |
|-----------------------------|-----------------------|

SJPS (Gender, Sexuality and Women's Studies)


| | |
|-----------------------------|---|
| Term: FALL 2023/WINTER 2024 | Discipline: Gender, Sexuality and Women's Studies |
|-----------------------------|---|

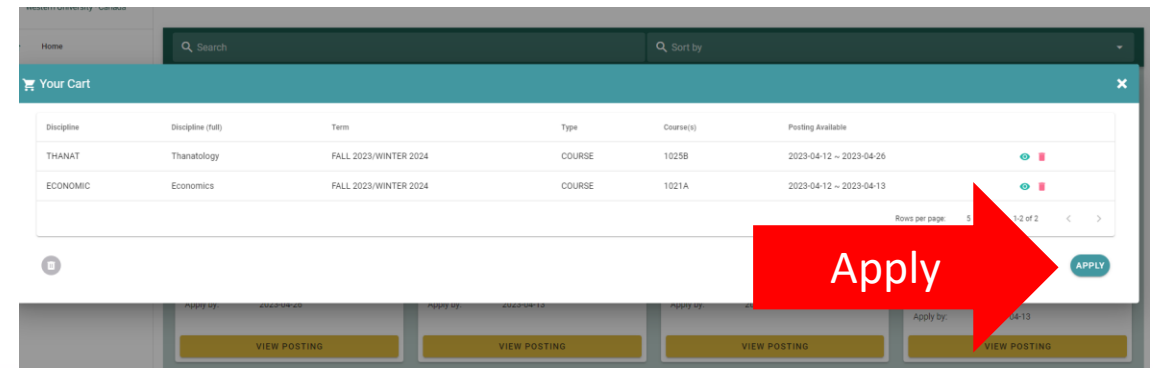
Political Science

| | |
|-----------------------------|-------------------------------|
| Term: FALL 2023/WINTER 2024 | Discipline: Political Science |
|-----------------------------|-------------------------------|





Writing

| | |
|-----------------------------|---------------------|
| Term: FALL 2023/WINTER 2024 | Discipline: Writing |
|-----------------------------|---------------------|


Your Cart 



Your Cart

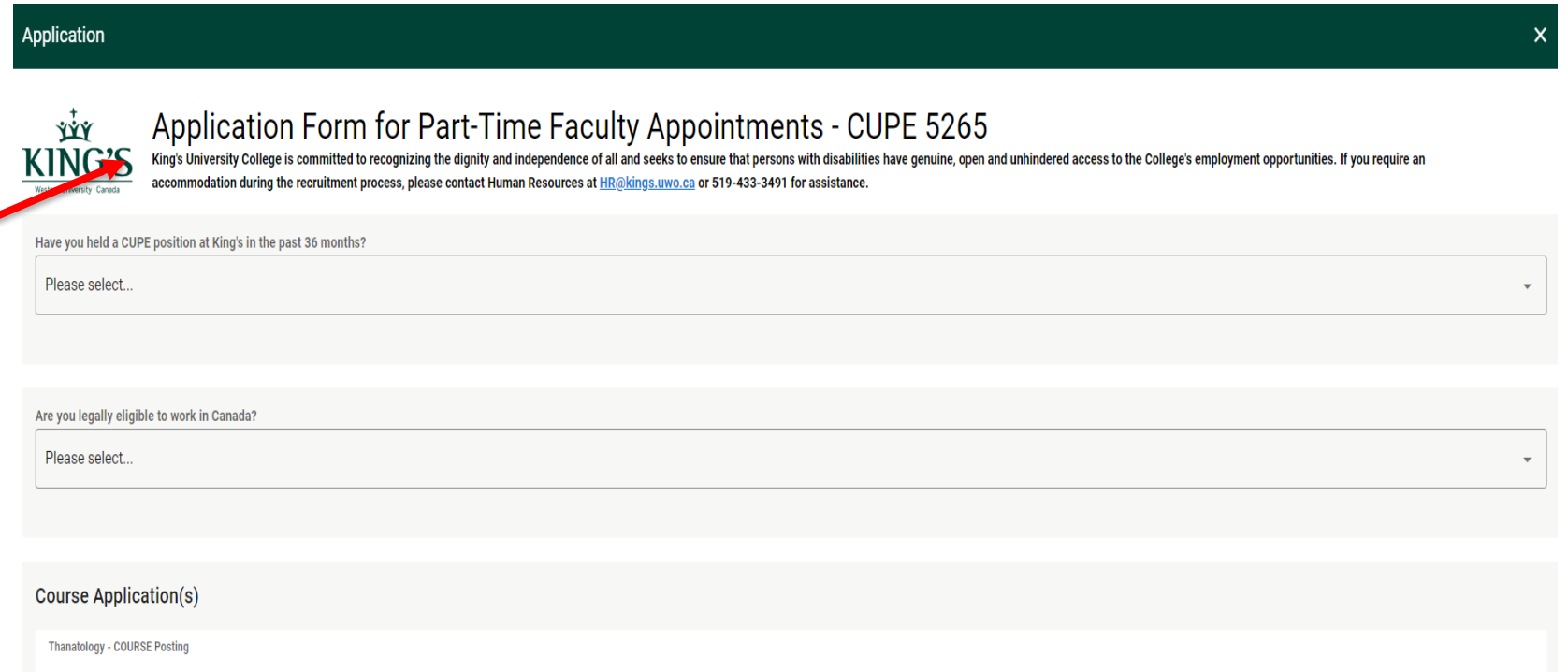
| Discipline | Discipline (full) | Term | Type | Course(s) | Posting Available | |
|------------|-------------------|-----------------------|--------|-----------|-------------------------|---|
| THANAT | Thanatology | FALL 2023/WINTER 2024 | COURSE | 1025B | 2023-04-12 ~ 2023-04-26 |   |
| ECONOMIC | Economics | FALL 2023/WINTER 2024 | COURSE | 1021A | 2023-04-12 ~ 2023-04-13 |   |

Rows per page: 3 12 of 2 < >

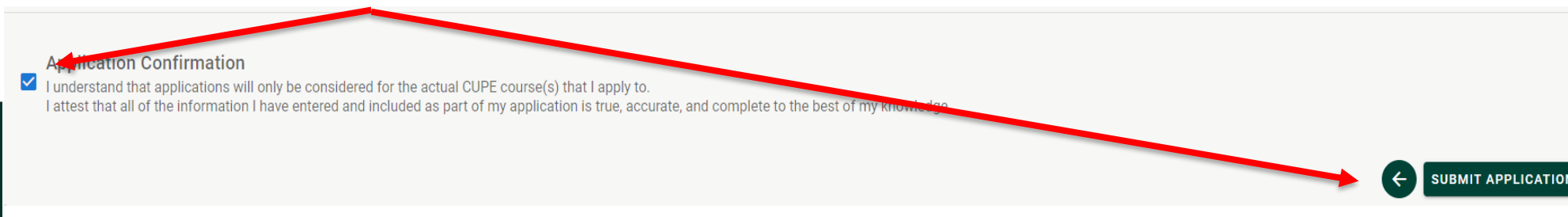
Apply 

4. Complete Your Application

- Once you click “Apply” the application form will open
- Complete the application form
- Once all required fields have been completed, complete the “Application Confirmation” and click “Submit



The screenshot shows a web browser window titled "Application" with a close button (X) in the top right corner. The page header includes the King's University College logo and the title "Application Form for Part-Time Faculty Appointments - CUPE 5265". Below the title is a paragraph of text: "King's University College is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College's employment opportunities. If you require an accommodation during the recruitment process, please contact Human Resources at HR@kings.uwo.ca or 519-433-3491 for assistance." There are two dropdown menus: the first is labeled "Have you held a CUPE position at King's in the past 36 months?" and the second is labeled "Are you legally eligible to work in Canada?". Both dropdown menus currently show "Please select...". Below these is a section titled "Course Application(s)" which lists "Thanatology - COURSE Posting".



The screenshot shows the "Application Confirmation" section. It features a checked checkbox and the text: "I understand that applications will only be considered for the actual CUPE course(s) that I apply to. I attest that all of the information I have entered and included as part of my application is true, accurate, and complete to the best of my knowledge." At the bottom right, there is a green button with a left-pointing arrow and the text "SUBMIT APPLICATION".

4. Complete Your Application

- Once you have submitted your application, you will receive a confirmation email to the preferred email address listed in your profile.
- **Note:** if you do not receive the email, check your junk folder

Hello HR Test,

Thank you for your interest in a part time instructor position at King's University College! This email will confirm that we have received your application for the following course(s):

Sociology
Psychology 2840F - 570 - FALL2023/WINTER2024 Psychology 2840F - 572

Please review your selections to confirm they are correct. If there are errors in your selections, please contact HR at HR@kings.uwo.ca for assistance.

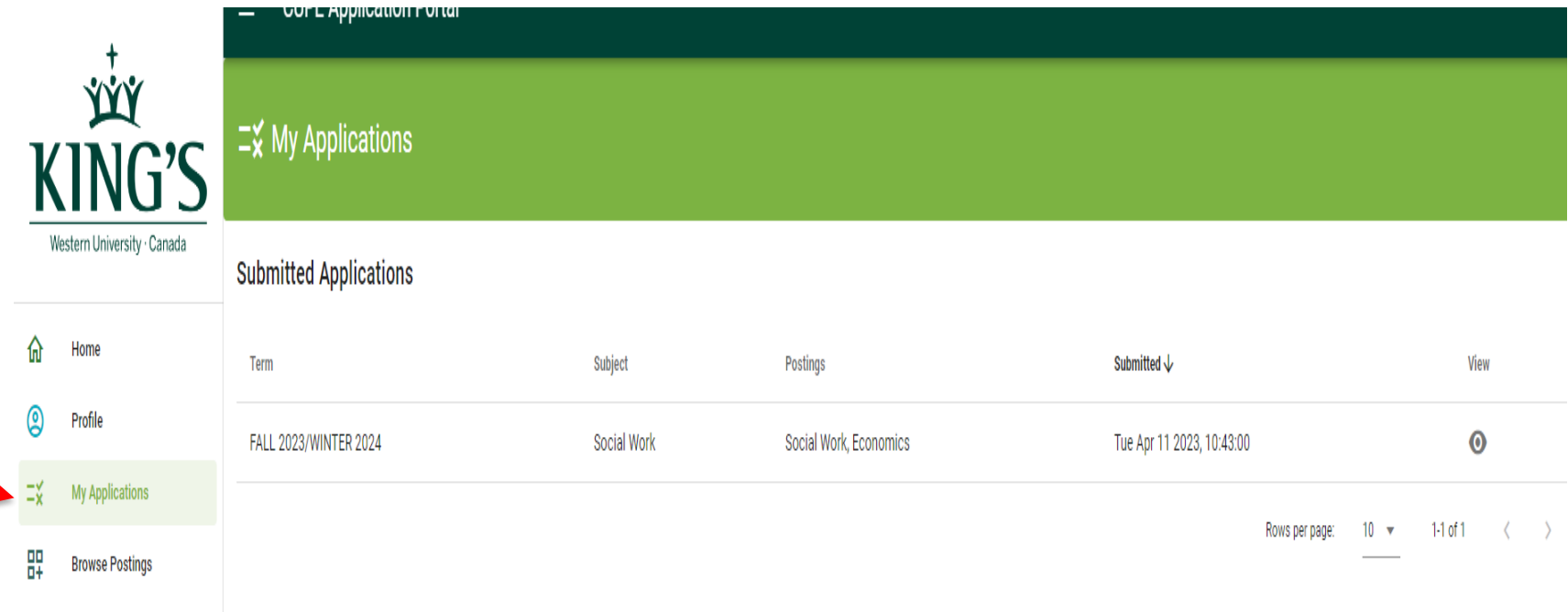
Your interest in this opportunity is appreciated. Only those applicants selected to move forward in the recruitment process will be contacted.

Thank you again for taking the time to apply. If you have any questions with regards to your application, please contact HR@kings.uwo.ca.

Best regards,
Human Resources, King's University College

Quick View - Submitted Applications

- To review all application that have been submitted, click on “My Applications”



The screenshot displays the 'My Applications' page on the King's University application portal. The page features a navigation sidebar on the left with the university logo and menu items: Home, Profile, My Applications (highlighted with a red arrow), and Browse Postings. The main content area shows a table of submitted applications.

| Term | Subject | Postings | Submitted ↓ | View |
|-----------------------|-------------|------------------------|---------------------------|------|
| FALL 2023/WINTER 2024 | Social Work | Social Work, Economics | Tue Apr 11 2023, 10:43:00 | |

At the bottom right of the table, there is a pagination control: Rows per page: 10, 1-1 of 1, and navigation arrows.

! Important Information Regarding Disciplines

- You can only add items to your cart that are within the same discipline.
- Once you have filled your cart with the courses you wish to apply for within the same discipline, you can then complete your application and apply.
- Once you have applied and your cart is empty, you can then select courses from another discipline and repeat the same process.
- **An application form will need to be completed for each discipline you are applying for.**

QUESTIONS?

Please contact HR@kings.uwo.ca if you have any questions or run into any issues with the system.