

## **“REGULARIZED” FACULTY at the College of New Caledonia (CNC)**

**Basic definition:** Regularization occurs when a faculty employee has had the following:

- Over 50% of a workload in each of the immediate 2 preceding academic years (August 1 to July 31), with no unsatisfactory evaluations. **OR**
- Over 120% of an annualized workload in the immediate 2 preceding academic years (August 1 – July 31), with no unsatisfactory evaluations. **AND**
- They have over 50% of a workload for which the employee is qualified in the upcoming academic year (August 1 – July 31), that is known and confirmed by July 31.

The faculty employee shall be “Regularized” to an annual appointment from August 1 – July 31, at the percentage level of work available, for that first appointment offer.

**IMPORTANT TO KNOW:** Regularization appointments are required annually until the faculty employee becomes “Regular”. A personnel requisition will then need to be initiated using PeopleAdmin so that a permanent/ongoing appointment letter can be created/distributed.

**Collective Agreement definition:** Please review the negotiated terms for the *Regularization of Faculty Employees*, which takes precedence, and can be found in Article 5.5 of the [Local Faculty Collective Agreement](#).

### **Process(es) for hiring “Regularized” faculty employees:**

College “Regularized” faculty are hired using our electronic “Regularized” faculty personnel requisition (PR) form.

The “Regularized” faculty PR is an electronic workflow available to ALL academic hiring administrators and their administrative assistants.

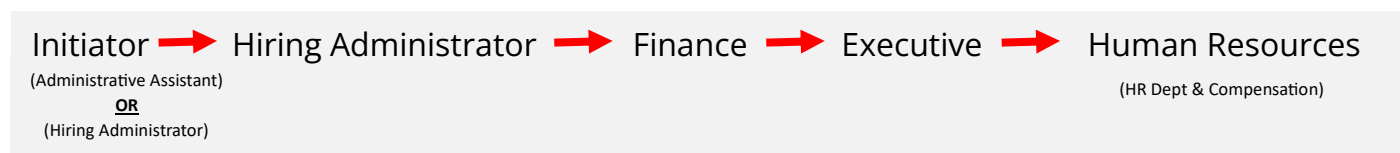
- It is the responsibility of the administrative assistants to initiate/create the PR requests and forward them to the hiring administrators for approval.
- In situations where the hiring administrator(s) do not have an administrative assistant, the hiring administrator can initiate/create the PR request(s) themselves.

Click either [here](#) or type in the following link (<https://tools.cnc.bc.ca/regularizedpr/>) to:

1. Log into your personal “Regularized” PR account.
2. Access to create new and/or previous (i.e. approved/archived) PR request forms.
3. Review and either approve or decline PR requests.

**IMPORTANT TO KNOW:** Instructions for Admin Assistants & Hiring Administrators regarding how to navigate through and use the electronic workflow are on page 2 of this document.

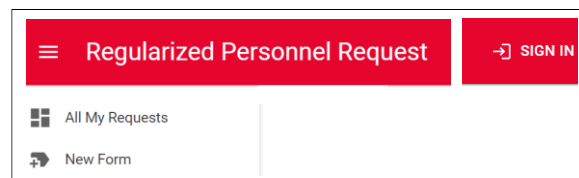
### **Normal approval workflows for “Regularized” PR requests:**



## Initiating NEW faculty “Regularized” PR Requests

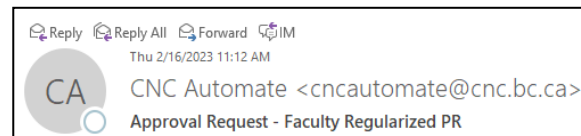
### i. Administrative Assistants to do:

- Once you are logged in, please click the ‘New Form’ option to create PR(s).
- Enter information into relevant fields.
- Once completed, please click the ‘Submit’ button to move the PR request(s) to the Hiring Administrator(s).





### ii. Hiring Administrators to do:

- You will receive an email from CNC Automate ([cncautomate@cnc.bc.ca](mailto:cncautomate@cnc.bc.ca)) indicating that the Faculty Regularized PR is seeking approval. The email will include the following:
  - Title of the Regularized PR request.
  - Department.
  - Term of Regularized PR appointment.
  - Name & email of the person you can contact if you have any questions or need clarifications.
- Click the ‘Title’ of the PR to get into the request. Review the inserted information and revise/edit if necessary.
- Once completed, please click the ‘Approve’ button to move the PR request(s) to Finance.



## IMPORTANT INFORMATION TO KNOW:

1. **PR Requests** are defaulted to show “ALL requests” specific to user groups (i.e. Finance & Executive), in addition to specific initiators (i.e. Admin Assistant to School of Health Sciences, etc.).
2. **DECLINE/REJECT PR Request(s)**
  - The electronic PR form and approval workflows DO NOT allow approvers to move the PR requests backward.
  - Due to this constraint, reach out to either the Administrative Assistant or Hiring Administrator to clarify the information you need to know BEFORE “Declining/Rejecting” a request.
    - If you decline/reject, the existing PR request will stop and will not be able to move forward.
    - A new request will now need to be initiated by the Administrative Assistant. This can be done by “copying” (  ) the previous request, insert appropriate changes, and moving it through the approval system again.
3. **CREATE Another PR Request(s) If Workload % Increases**
  - If an instructor’s workload % increases within the same academic year, user(s) can copy (  ) the previous approved request to create a new PR request, insert the new workload %, and move the PR request through the approval workflows for a new regularized appointment letter.
4. **REASSIGN Button**
  - User(s) can utilize this option, within the electronic PR form, to insert additional approvers to assign/send the PR request(s) to.
    - For situations where original approvers are not available (i.e. sick/vacation/left institution) and new approvers need to be added.
5. **HISTORY Information**
  - To find out more information about who created/approved the PR request, including potential comments, scroll down the electronic PR form to access the “Show History” section.
6. **DELETE PR Request(s)**
  - Incorrect/duplicate PR request(s) can be deleted by HR. Administrative Assistants and Hiring Administrators should reach out to HR (Julie K. &/or Thuy Littler) to make requests.
7. **ARCHIVE PR Request(s)**
  - HR can/may archive your requests; however, those requests can be accessed within your [Regularized Personnel Request ‘Home’ page](#) by clicking the ‘Archived’ box (top of screen).
8. **SEARCH PR Request(s)**
  - Use the Search function, type in the ‘Course/Program Name’ and press Enter on your keyboard.