

Non-Incumbent Lecturer Justification Form

Article 12 of the faculty Collective Bargaining Agreement requires that work be offered to qualified “incumbent”* lecturers before it can be offered to any new or former lecturers. **This document affirms that the provisions in the Order of Assignment of Work for lecturers were followed in recommending this appointment.**

- Please complete the following information for each non-incumbent lecturer appointment.
- Attach this form and the lecturer’s C.V. to the Lecturer Transaction Form recommending the appointment.

Department: _____ Term of Appointment: _____

Lecturer Name: _____

This appointment is justified because (check appropriate reason(s)):

No incumbent lecturers in the Department were qualified for this assignment.

Incumbent lecturers who were qualified declined the assignment.

Name of lecturer(s) who declined the assignment:

No incumbent lecturers applied for this assignment.

There are no incumbent lecturers in this department.

Please add additional comments and/or explanation if none of the above apply:

Department Chair Name

Department Chair Signature

Date

*When offering work at the beginning of an academic year, an incumbent lecturer is any lecturer who had a paid appointment during the prior academic year (either one or both semesters). When offering work during the academic year, (e.g., for spring semester) incumbent lecturers also include those who had a paid appointment during the fall semester.