


PART TIME FACULTY APPLICATION SYSTEM

How to Set up an Account

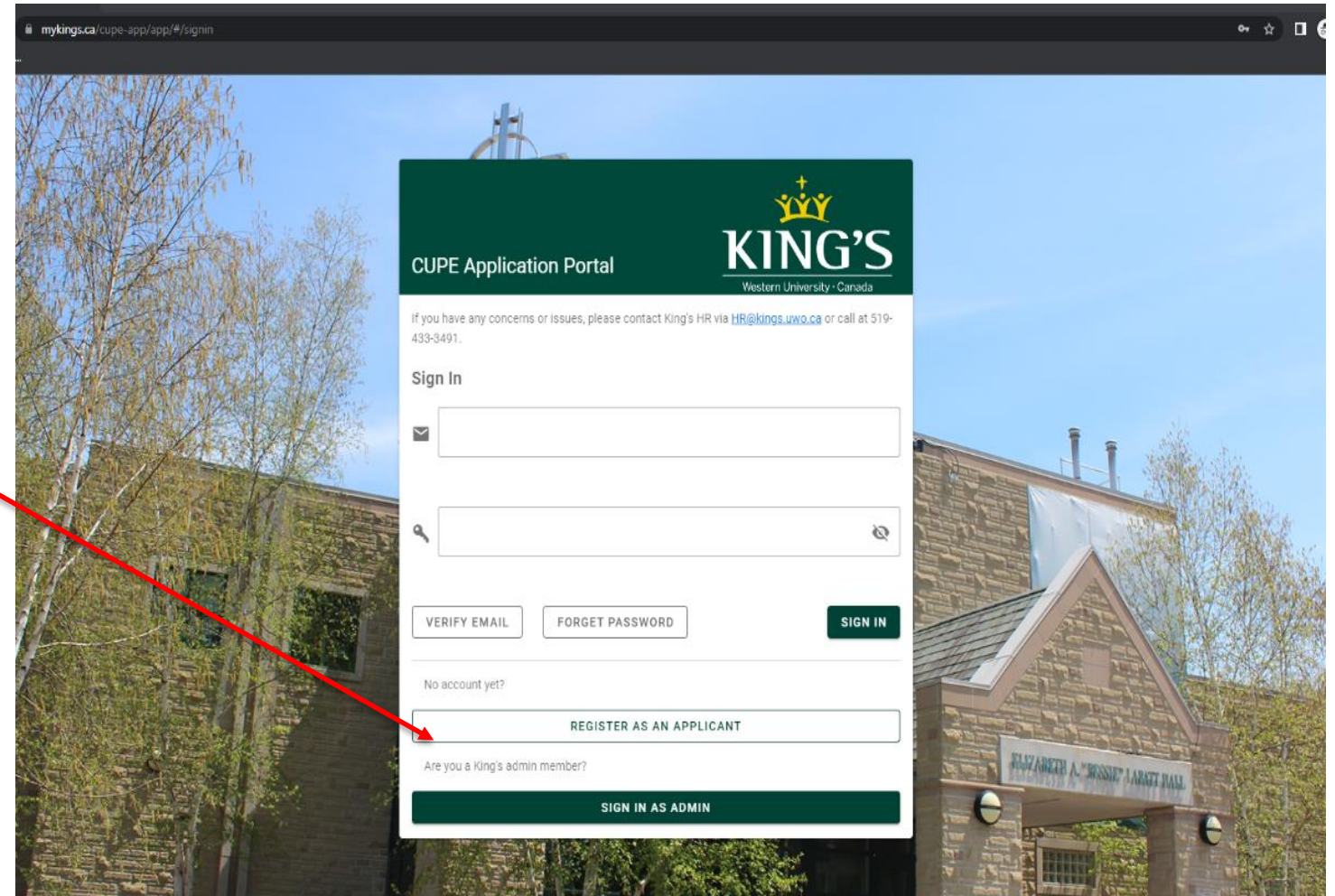
1. Access CUPE Application Site

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

- Chrome internet browser is highly recommended. 
- **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. The page has a dark green header with the university's logo and name. Below the header, there is a sign-in section with email and password fields, a 'SIGN IN' button, and links for 'VERIFY EMAIL' and 'FORGET PASSWORD'. A red arrow points from the text 'Register as an Applicant' to a button labeled 'REGISTER AS AN APPLICANT' located below the sign-in section. At the bottom of the form, there is a link for 'Are you a King's admin member?' and a 'SIGN IN AS ADMIN' button. The background of the page shows a stone building with a sign that reads 'ELIZABETH A. "BESSIE" TACKETT HALL'.

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

CUPÉ 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](#)

ELIZABETH A. "BESSIE" TACKETT HALL

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: [masked]
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: [masked]
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 displays the 'Register new Account' page for King's University. A modal window titled 'Confirm to Register' is overlaid on the registration form. The modal contains the following text: 'Please make sure that you have entered correct information. A confirmation email will be sent upon registration to verify your account.' Below this text, the following information is displayed: Email: HR_test@gmail.com, Name: HR Test, and Phone: 5194333491. At the bottom of the modal, there are two buttons: 'GO BACK' and 'REGISTER'. A red arrow points from the 'GO BACK' button to the 'GO BACK' button on the main registration form. Another red arrow points from the 'REGISTER' button on the modal to the 'REGISTER' button on the main registration form. The background shows a building and trees.

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
1198@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 UWO email address
Password: *****
Below fields are needed for verification purposes.
Phone Number: 5194333491 Last 4 digits of your SIN: ****

Confirm to Register
Please make sure that you have entered correct information. A confirmation email will be sent upon registration to verify your account.
Email: HR_test@gmail.com
Name: HR Test
Phone: 5194333491

GO BACK REGISTER

REGISTER

5. Confirmation Email Sent

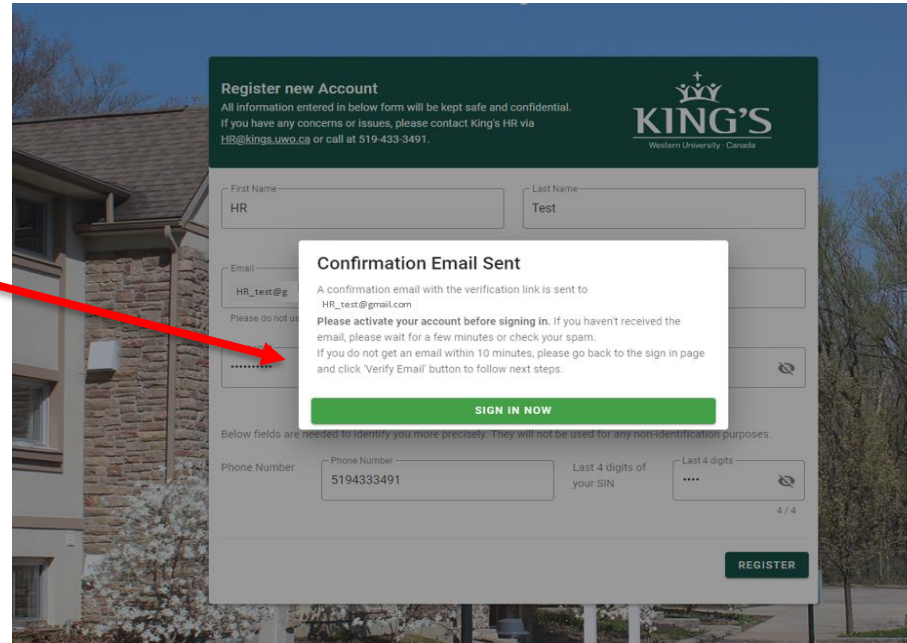
Once you have clicked
“Register”, you should receive
this message

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.



The screenshot shows the 'Register new Account' form for King's University. A white modal box titled 'Confirmation Email Sent' is overlaid on the form. The modal text states: 'A confirmation email with the verification link is sent to HR_test@gmail.com. Please activate your account before signing in. If you haven't received the email, please wait for a few minutes or check your spam. If you do not get an email within 10 minutes, please go back to the sign in page and click 'Verify Email' button to follow next steps.' Below the text is a green 'SIGN IN NOW' button. The background form shows fields for First Name (HR), Last Name (Test), Email (HR_test@gmail.com), Phone Number (5194333491), and Last 4 digits of SIN (****). A 'REGISTER' button is at the bottom right.

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=ZudmYoyf0EZgvlfzx2Ncc36lQLAYvEudXaYU6vSm4AAAGHa74GHA&apiKey=AlzaSyAB4fMe_rqVPEQ-DnbGBpqiT504A-FveWw&lang=en

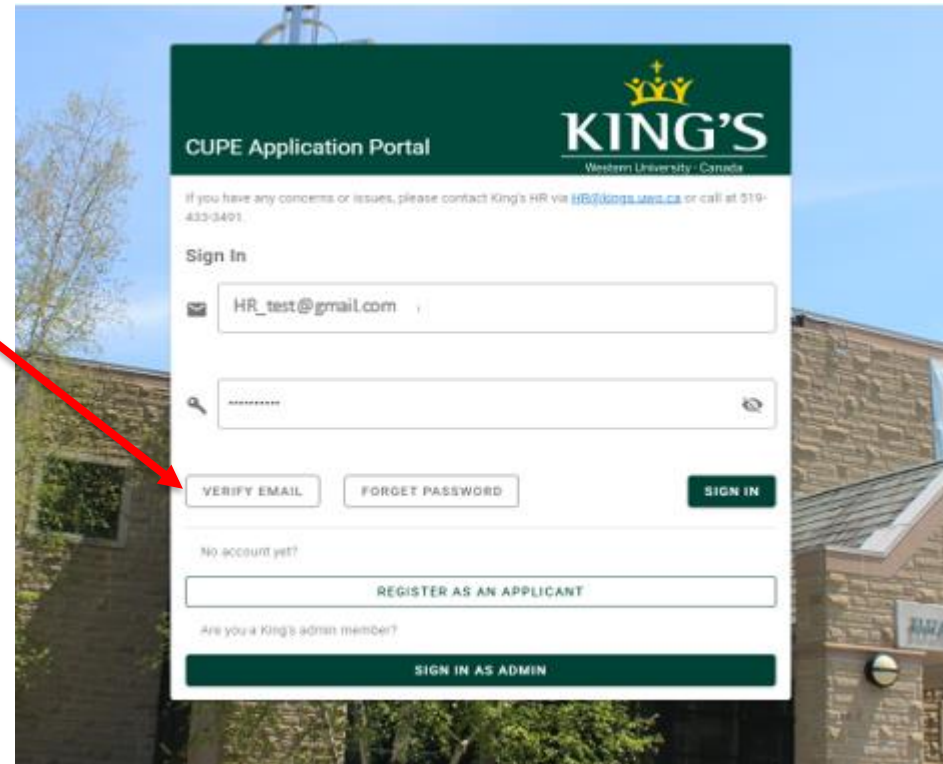
If you didn't ask to verify this address, you can ignore this email.

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 has a green header with the university's logo. Below the header, there is a sign-in section with fields for email and password. A red arrow points from the text 'Click on “verify email”' to the 'VERIFY EMAIL' button. Other buttons visible include 'FORGET PASSWORD', 'SIGN IN', 'REGISTER AS AN APPLICANT', and 'SIGN IN AS ADMIN'.

CUPE Application Portal

KING'S
Western University · Canada

If you have any concerns or issues, please contact King's HR via HR@kings.mcg.ca or call at 519-433-3401.

Sign In

Email:

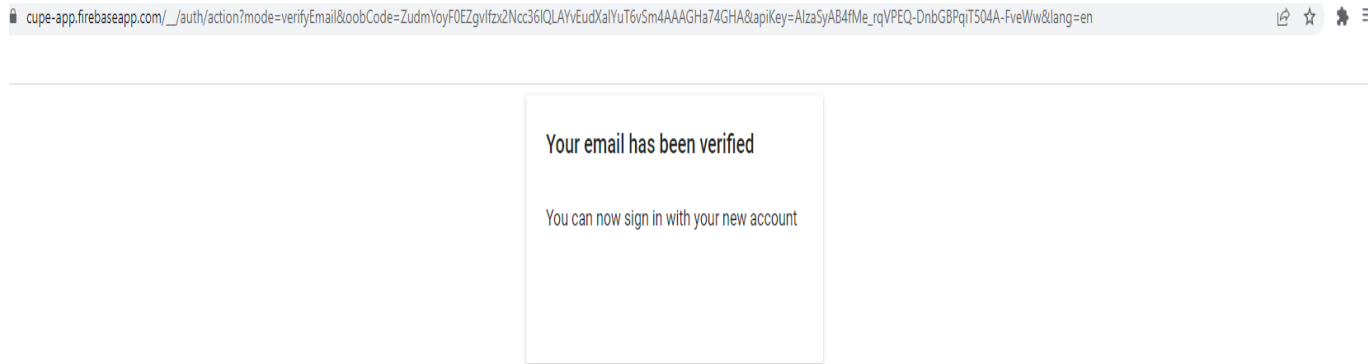
Password:

No account yet?

Are you a King's admin member?

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.

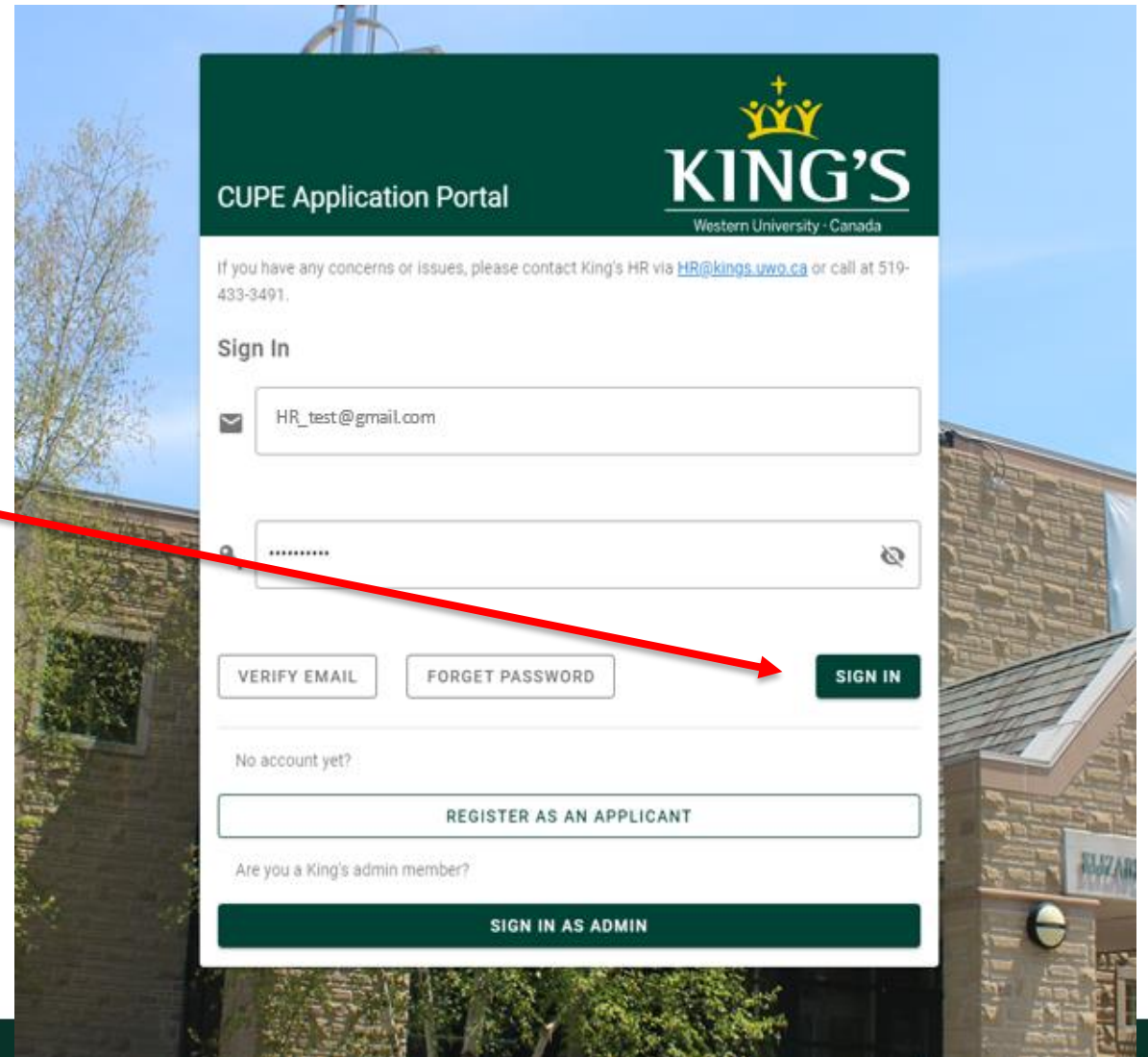


You can now return to the main page of the Application Portal and sign in to set up your profile and apply to postings <https://mykings.ca/cupe-app/>

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.

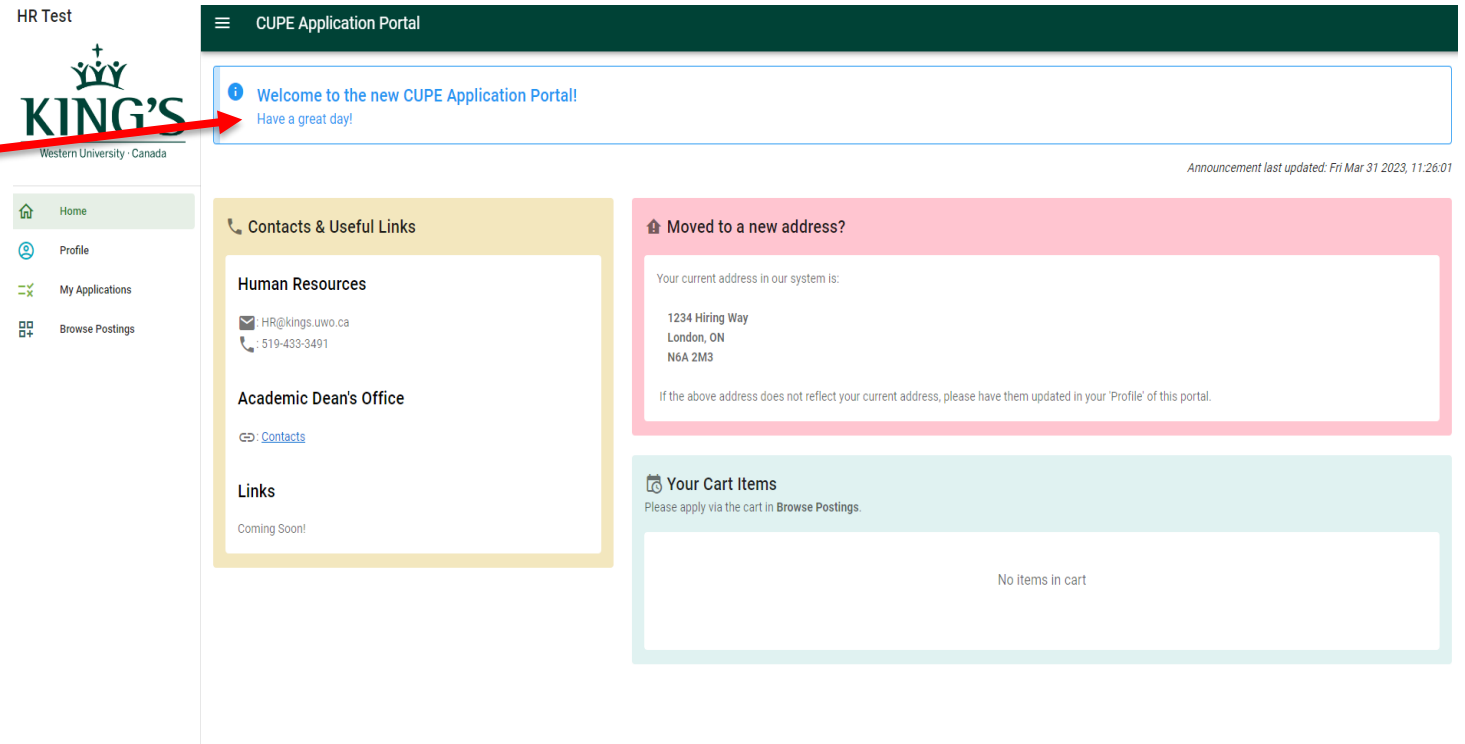
Sign In

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



2. Home Screen

- Have you changed your address?
If yes, please notify the HR department by email as well at HR@kings.uwo.ca



- 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

[Contact](#)

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.

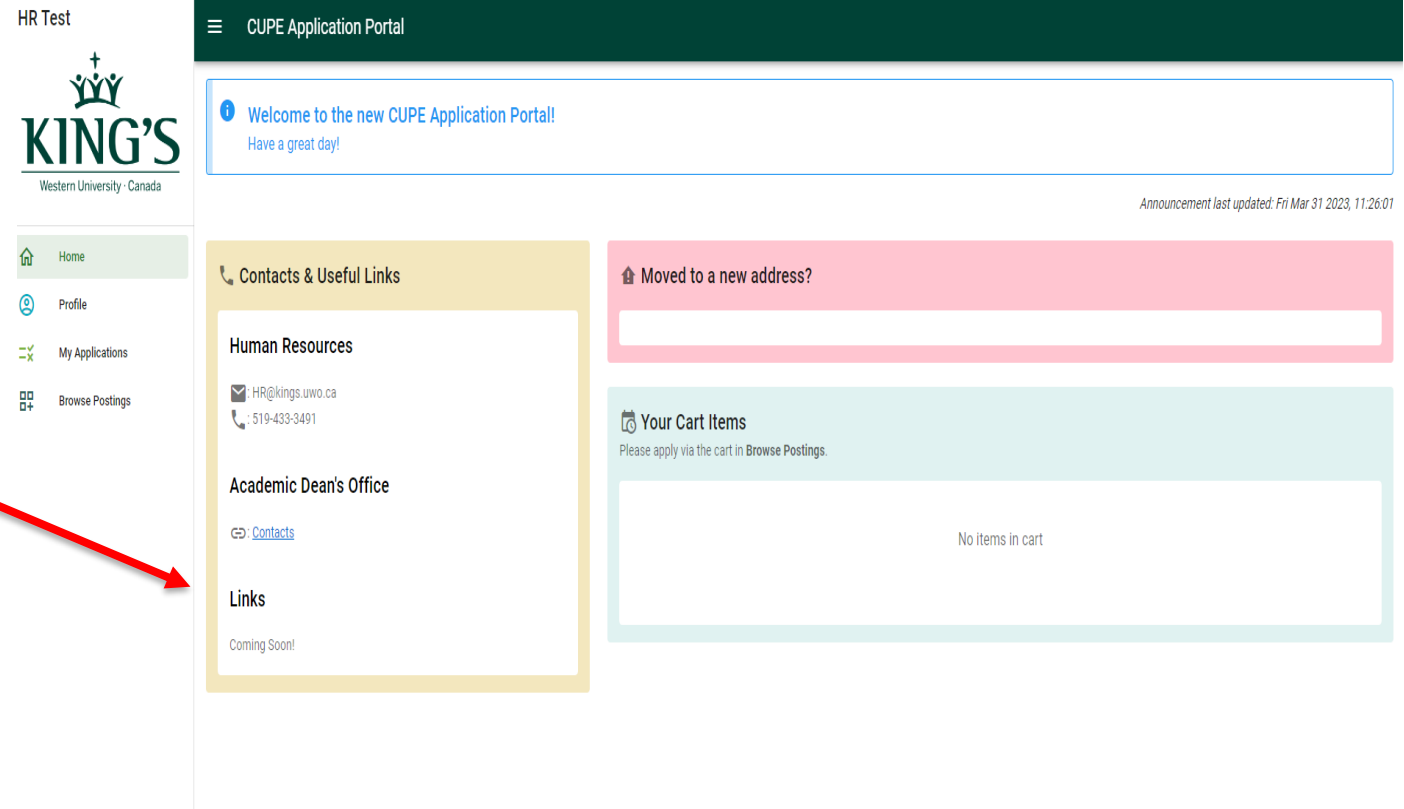
Your Cart Items

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

No items in cart

2. Home Screen

- Contact information or relevant links



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



- Home
- Profile
- My Applications
- Browse Postings

CUPE Application Portal

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Coming Soon!

Moved to a new address?

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1234 Hiring Way
London, ON
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If the above address does not reflect your current address, please have them updated in your 'Profile' of this portal.

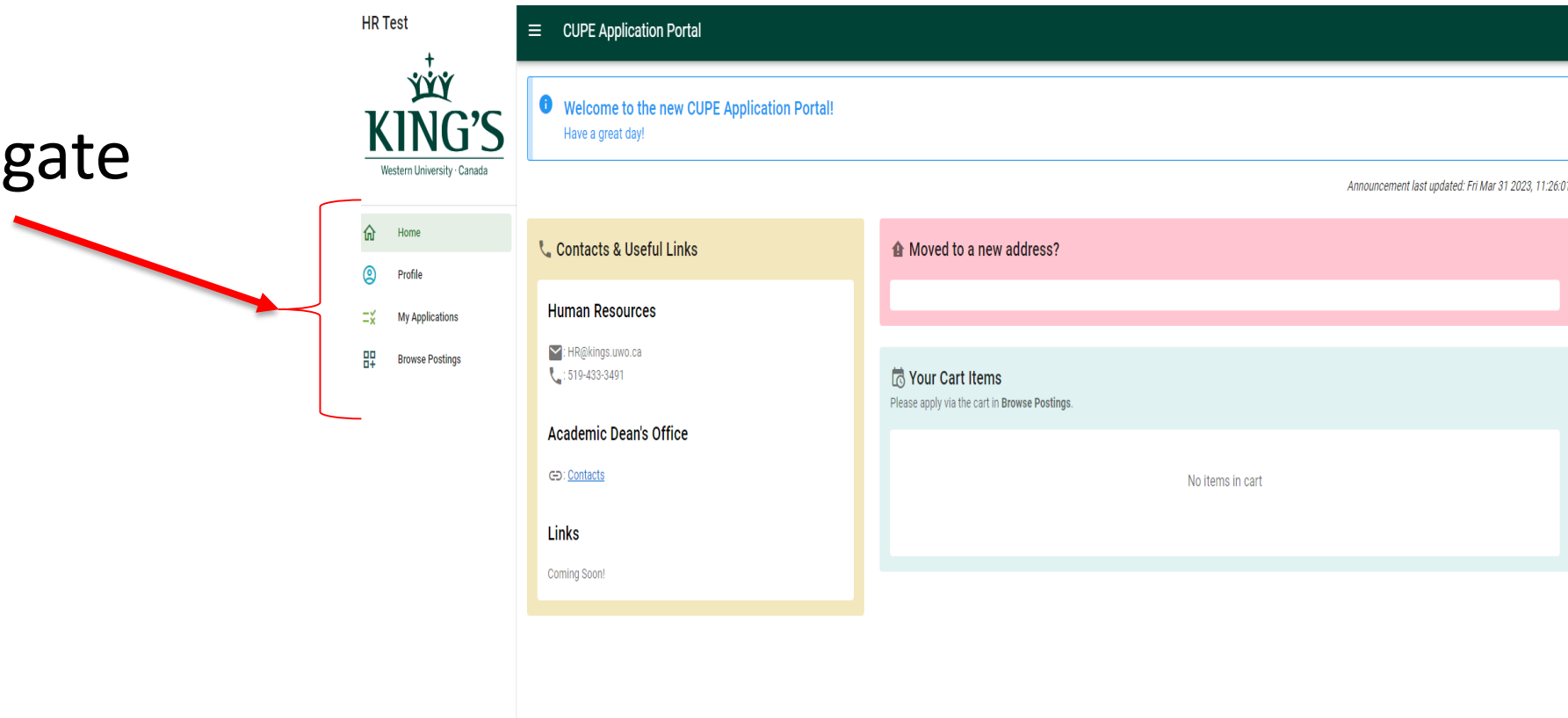
Your Cart Items

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

No items in cart

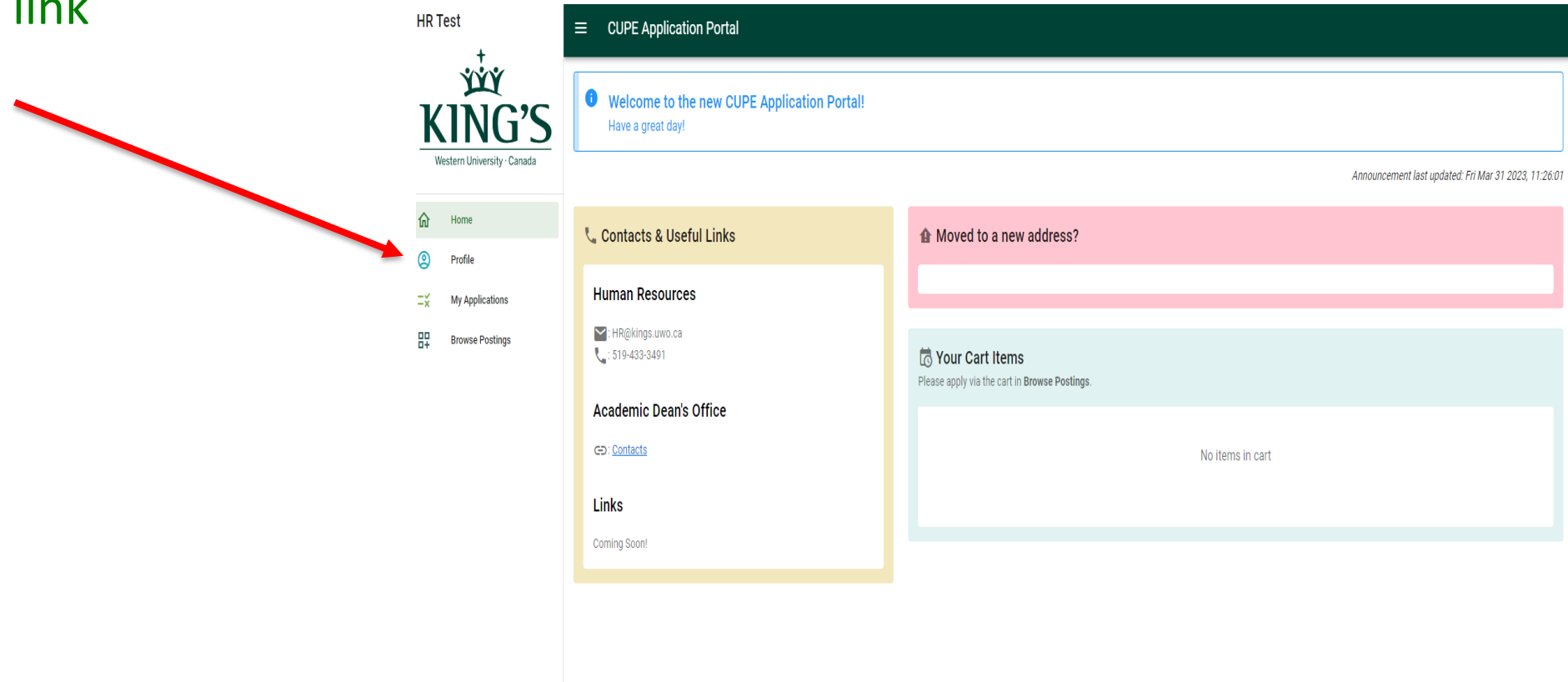
2. Home Screen

- And easy to navigate buttons



3. Setting up your Profile

Click on the profile link



The screenshot displays the CUPE Application Portal interface. On the left, a sidebar contains navigation links: Home, Profile, My Applications, and Browse Postings. A red arrow points to the 'Profile' link. The main content area features a dark green header with the 'CUPE Application Portal' title. Below the header is a welcome message: 'Welcome to the new CUPE Application Portal! Have a great day!'. A sidebar on the right contains sections for 'Contacts & Useful Links' (listing Human Resources and Academic Dean's Office), 'Moved to a new address?' (with a search bar), and 'Your Cart Items' (showing 'No items in cart').

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

3. Setting up your Profile

Fill your profile information.

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.

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

SAVE CHANGES

How to Apply for Postings

1. Browse Postings

- Click on “Browse Postings”

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

[Contact](#)

Links

Coming Soon!

Moved to a new address?

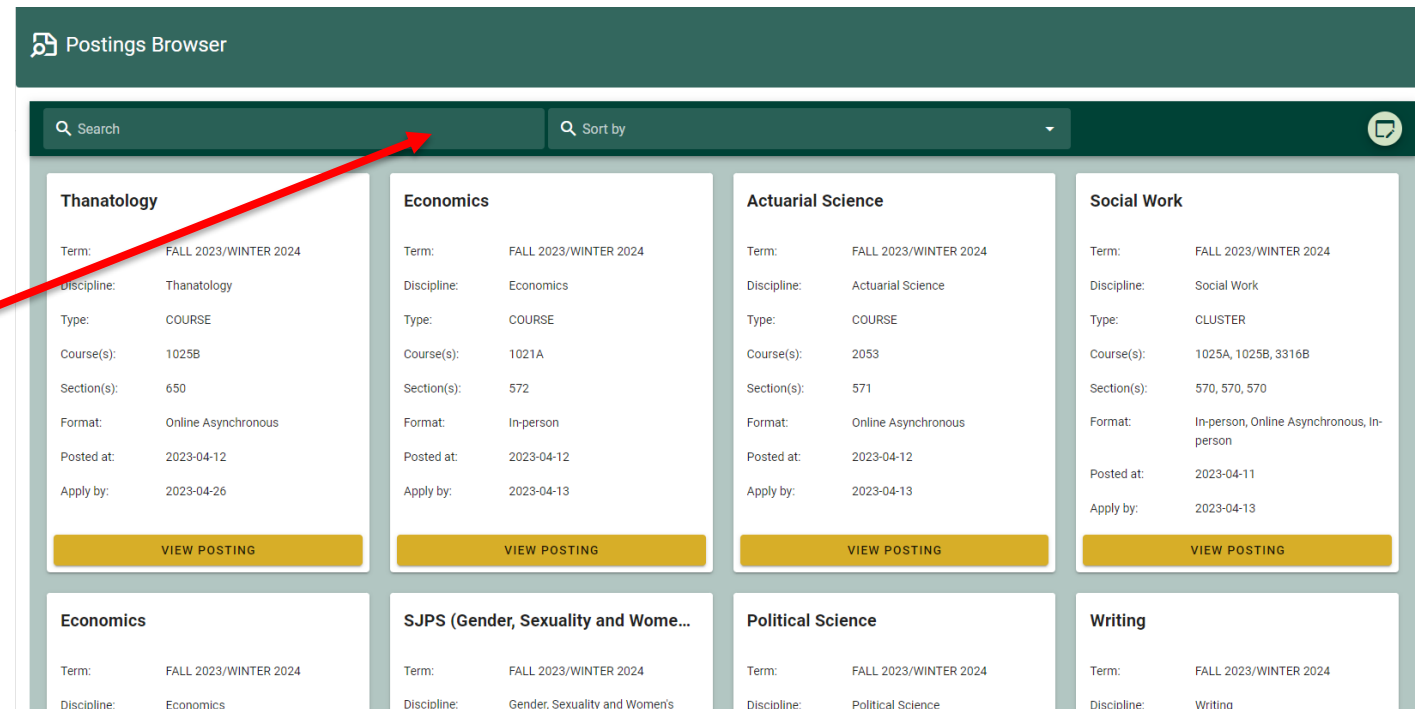
Your Cart Items

Please apply via the cart in Browse Postings.

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 ie. search by discipline, course number etc.



The screenshot displays the 'Postings Browser' interface. At the top, there is a dark green header with the title 'Postings Browser'. Below this is a search bar with a magnifying glass icon and the text 'Search', and a 'Sort by' dropdown menu. A red arrow points from the search bar to the 'Thanatology' listing. The main content area is a grid of eight course listings, each with a title, term, discipline, type, course number, section number, format, posting date, and application deadline. Each listing has a 'VIEW POSTING' button at the bottom.

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, 3316B
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	SJPS (Gender, Sexuality and Wome...	Political Science	Writing
Term: FALL 2023/WINTER 2024	Term: FALL 2023/WINTER 2024	Term: FALL 2023/WINTER 2024	Term: FALL 2023/WINTER 2024
Discipline: Economics	Discipline: Gender, Sexuality and Women's	Discipline: Political Science	Discipline: Writing

2. View Postings

- To view the full posting, click on “View Posting”
- The full posting will open to view.

Postings Browser

Search

Sort by

Thanatology

Term: FALL 2023/WINTER 2024

Discipline: Thanatology

Type: COURSE

Course(s): 1025B

Section(s): 650

Format: Online Asynchronous

Posted at: 2023-04-12

Apply by: 2023-04-26

VIEW POSTING

Economics

Term: FALL 2023/WINTER 2024

Discipline: Economics

Type: COURSE

Course(s): 1021A

Section(s): 572

Format: In-person

Posted at: 2023-04-12

Apply by: 2023-04-13

VIEW POSTING

Actuarial Science

Term: FALL 2023/WINTER 2024

Discipline: Actuarial Science

Type: COURSE

Course(s): 2053

Section(s): 571

Format: Online Asynchronous

Posted at: 2023-04-12

Apply by: 2023-04-13

VIEW POSTING

Social Work

Term: FALL 2023/WINTER 2024

Discipline: Social Work

Type: CLUSTER

Course(s): 1025A, 1025B, 3316B

Section(s): 570, 570, 570

Format: In-person, Online Asynchronous, In-person

Posted at: 2023-04-11

Apply by: 2023-04-13

VIEW POSTING

Economics

Term: FALL 2023/WINTER 2024

Discipline: Economics

VIEW POSTING

SJPS (Gender, Sexuality and Women's Studies)

Term: FALL 2023/WINTER 2024

Discipline: Gender, Sexuality and Women's Studies

VIEW POSTING

Political Science

Term: FALL 2023/WINTER 2024

Discipline: Political Science

VIEW POSTING

Writing

Term: FALL 2023/WINTER 2024

Discipline: Writing

VIEW 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



- Home
- Profile
- My Applications
- Browse Postings

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

Announcement last updated: Fri Mar 3

Contacts & Useful Links

Human Resources

HR@kings.uwo.ca
519-458-3491

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](#).

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

Term: FALL 2023/WINTER 2024

Discipline: Thanatology

Type: COURSE

Course(s): 1025B

Section(s): 650

Format: Online Asynchronous

Posted at: 2023-04-12

Apply by: 2023-04-26

VIEW POSTING

Economics

Term: FALL 2023/WINTER 2024

Discipline: Economics

Type: COURSE

Course(s): 1021A

Section(s): 572

Format: In-person

Posted at: 2023-04-12

Apply by: 2023-04-13

VIEW POSTING

Actuarial Science

Term: FALL 2023/WINTER 2024

Discipline: Actuarial Science

Type: COURSE

Course(s): 2053

Section(s): 571

Format: Online Asynchronous

Posted at: 2023-04-12

Apply by: 2023-04-13

VIEW POSTING

Social Work

Term: FALL 2023/WINTER 2024

Discipline: Social Work

Type: CLUSTER

Course(s): 1025A, 1025B, 3316B

Section(s): 570, 570, 570

Format: In-person, Online Asynchronous, In-person

Posted at: 2023-04-11

Apply by: 2023-04-13

VIEW POSTING

Economics

Term: FALL 2023/WINTER 2024

Discipline: Economics

VIEW POSTING

SJPS (Gender, Sexuality and Women's Studies)

Term: FALL 2023/WINTER 2024

Discipline: Gender, Sexuality and Women's Studies

VIEW POSTING

Political Science

Term: FALL 2023/WINTER 2024

Discipline: Political Science

VIEW POSTING


Writing


Term: FALL 2023/WINTER 2024

Discipline: Writing

VIEW POSTING

Your Cart







 Home

Search

Sort by

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: 5 12 of 2 < >

Apply

VIEW POSTING


VIEW POSTING

VIEW POSTING

VIEW POSTING

Apply


Your Cart


KING'S
Western University • Canada

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

Application ×



Application Form for Part-Time Faculty Appointments - CUPE 5265

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.

Have you held a CUPE position at King's in the past 36 months?

Please select...

Are you legally eligible to work in Canada?

Please select...

Course Application(s)

Thanatology - COURSE Posting

☒ **Application Confirmation**
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.

← **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.

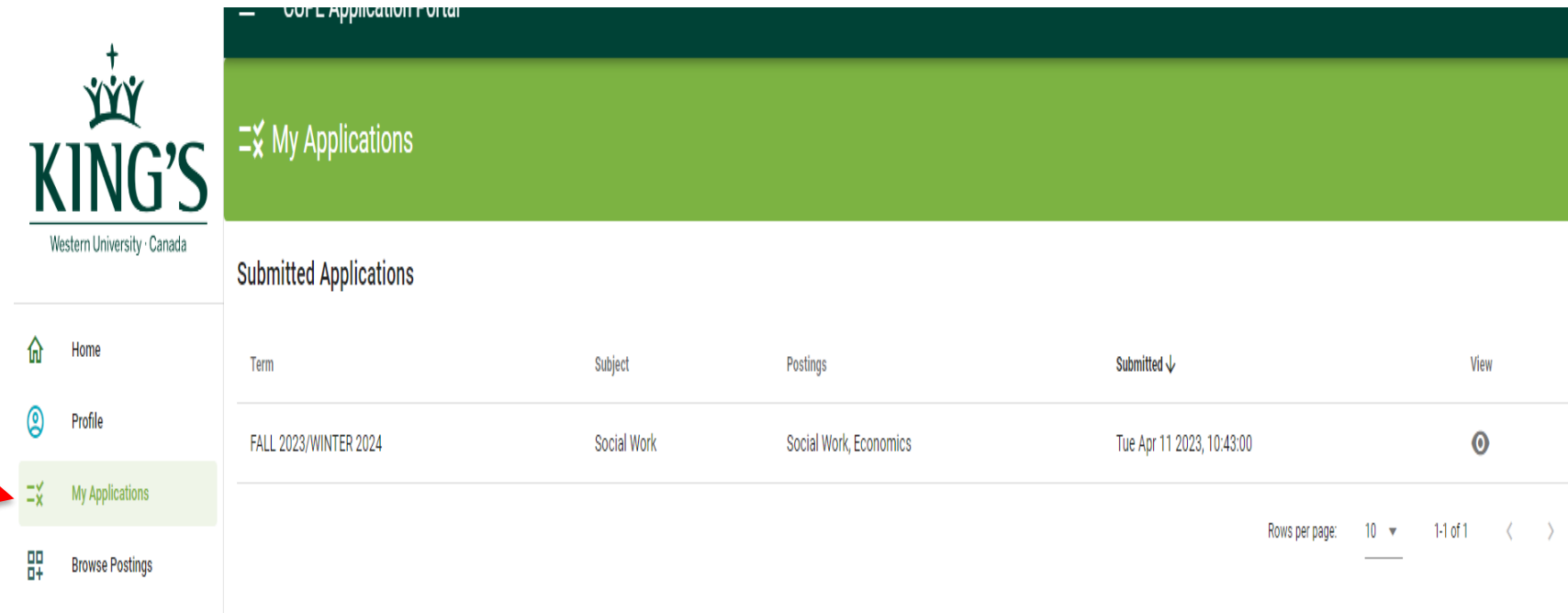
Thank you again for taking the time to apply. If you have any questions with regards to your application, please contact HR@kings.uwo.ca.

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 of the King's University Application Portal. The page features a green header with the 'My Applications' title and a sidebar on the left with navigation links: 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	0

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

! 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.