

General Offer of Services

(GOS)

- Will start in the Fall 2025 semester, and will be valid for the whole 2025-2026 Academic Year (including Summer 2026 courses)
- Will apply to:
 - All Day-Division teaching loads
 - All Continuing Education DEC (credit) courses
 - Continuing Education Nursing AEC courses
 - Summer courses
- It **does not** apply to teaching loads in other Continuing Education AEC programs or non-credit courses
- It will affect:
 - All non-permanent teachers in the Day Division and some teachers in Continuing Education
 - Department chairs
 - Some permanent teachers (in special situations)

Main changes to current practice:

- The College will no longer post teaching jobs, unless there are no internal candidates and they have to hire externally
- Non-permanent teachers will no longer have to apply on jobs posting (with some **very** rare exceptions)
- Chairs will have to notify non-permanent teachers that they have a teaching load, and non-permanent teachers will have to respond (accept or decline)

Procedure – teaching loads in the Day Division:

1. Human Resources will email the Department Chairs with the ranked list of priority candidates
2. Departments will distribute the available teaching loads to teachers according to the priority ranking. Chairs will inform the teachers of their teaching load by email (c.c. Human Resources)
3. Teachers will then have 5 working days to either accept or reject the teaching load (this delay will be reduced to 48 hours in the case of replacements happening during the semester). Should a teacher fail to respond, **they will be deemed to have accepted.**

Procedure – teaching loads in the Day Division:

Notes:

- If a teacher refuses a teaching load, they retain their hiring priority for future teaching loads that may become available
- A teacher who has accepted a teaching load may desist themselves without any penalty until 4 weeks before the start of the semester. In this case, they still retain their hiring priority for future teaching loads in the semester or academic year
- **A teacher who has accepted a teaching load (by confirming or by not replying) and who desists themselves less than 4 weeks before the start of the semester will be deemed to have resigned from the College – and lose their hiring priority and their seniority**

Procedure – Continuing Education DEC courses and Nursing AEC courses:

1. Human Resources will email the Department Chairs or the Program Coordinator with the ranked list of priority candidates
2. Departments will distribute the available courses to teachers according to the priority ranking. The Chairs or Program Coordinator will inform the teachers of their teaching load by email (c.c. Human Resources)
3. Teachers will then have 5 working days to either accept or reject the teaching load. Should a teacher fail to respond, **they will be deemed to have refused.**

Procedure – Continuing Education DEC courses and Nursing AEC courses:

Notes:

- If a teacher refuses a course, they retain their hiring priority for future teaching loads that may become available
- A teacher who has accepted a course may desist themselves without any penalty until 4 weeks before the start of the course. In this case, they still retain their hiring priority for future teaching loads in the semester or academic year
- **A teacher who has accepted a teaching load and who desists themselves less than 4 weeks before the start of the course will be deemed to have resigned from the College – and lose their hiring priority and their seniority**

Procedure – Summer courses:

1. Human Resources will email the Department Chairs with the ranked list of priority candidates
2. Departments will distribute the available courses to teachers according to the priority ranking. The Chairs will inform the teachers of their teaching load by email (c.c. Human Resources)
3. Teachers will then have 5 working days to either accept or reject the teaching load. Should a teacher fail to respond, **they will be deemed to have refused.**

Procedure – Summer courses:

Notes:

- If a teacher refuses a course, they retain their hiring priority for future teaching loads that may become available
- A teacher who has accepted a course may desist themselves without any penalty until 4 weeks before the start of the course. In this case, they still retain their hiring priority for future teaching loads in the semester or academic year
- **A teacher who has accepted a teaching load and who desists themselves less than 4 weeks before the start of the course will be deemed to have resigned from the College – and lose their hiring priority and their seniority**

Procedure – Additional Notes:

- For courses in the Day Division, if there are not any internal priority candidates, the College will proceed with an external posting (an exception may be done for short sick leaves or paternity leaves)
- For courses in Continuing Education, Summer school, short sick leaves or paternity leaves, if there are not any priority candidates, the Department will offer the teaching load to non-priority candidates (e.g. a teacher who has opted out of the GOS or a full-time teacher) according to their rules and guidelines. Teachers will have 5 working days to accept or reject the teaching load – **failing to answer will be considered a rejection**. Note that multiple teachers may be sent the notification at the same time

Opting in – Opting out:

1. All non-permanent teachers will be deemed to have opted in to the GOS
2. At any time, a non-permanent teacher may decide to opt out of the GOS, for any of the 3 categories (Day Division, Continuing Education, Summer School). In such a case, the teacher will no longer be offered teaching loads in the category(ies) they've opted out of **until they've opted back in**. For instance, a teacher may opt out of the GOS for teaching loads in Continuing Education and Summer School, but stay in for teaching loads in the Day Division

Opting in – Opting out:

3. A teacher who has opted out of the GOS for any of the 3 categories may decide to opt back in by informing Human Resources and their Chair(s) or Program Coordinator (it is best to c.c. JACFA). They must do so by April 1st for the Fall semester and by November 1st for the Winter and Summer semesters
4. Should there be no internal priority candidate for a teaching load, the College will proceed with a job posting. Teachers who have opted out of the GOS or teachers who have already declined the teaching load **will be eligible to apply** on the job posting

Questions?