

## **IMPORTANT DATES FOR UNIT 2 CONTINUING EDUCATION CONTRACT LECTURERS**

### **UNIT 2 CONTINUING EDUCATION JOB POSTING DATES**

**Toronto Metropolitan University**

**The G. Raymond Chang School for Continuing Education**

- **June 12<sup>th</sup> to June 21<sup>st</sup>** for the Fall and Winter semesters
- **November 1<sup>st</sup> to November 10<sup>th</sup>** for Additional Winter Courses Only
- **March 1<sup>st</sup> to March 8<sup>th</sup>** for the Spring/Summer semester

**Please note:** Unit 2 job postings are posted on the eHR website for **ten (10) calendar days for Fall and Winter job postings, or seven (7) calendar days for Spring/Summer job postings.**

### **CONTINUING EDUCATION CONDITIONAL JOB OFFER DATES**

- **July 24<sup>th</sup> to July 31<sup>st</sup> (Last Friday in July)** for the Fall and Winter semesters
- **December 8<sup>th</sup> to 13<sup>th</sup> (Second Friday in December)** for Additional Winter Courses Only
- **April 9<sup>th</sup> to 14<sup>th</sup> (Second Friday in April)** for the Spring/Summer semester

### **UNIT 2 PROFESSIONAL EXPENSE REIMBURSEMENT FUND LOTTERY DATES**

**Unit 2 Fall and Winter Professional Expense Reimbursement Fund Lottery (PERL) Form Dates for those holding appointments only during the term they are offered**

- **October 1<sup>st</sup> to October 30<sup>th</sup>** for the Fall term
- **March 1<sup>st</sup> to March 30<sup>th</sup>** for the Winter term

**Please note:** Only those Unit 2 Contract Lecturers holding part time appointments in the term will be eligible for the Unit 2 Lottery (PERL) fund. Those with part time appointments are only eligible to receive Unit 2 PERL/Lottery funds once per academic year. Should you apply again during the academic year in which you already received Unit 2 PERL funds, the online claim form will not allow you to submit your claim form as you already received these funds. Should you receive a “Sorry. Only one entry is allowed per academic year” response when trying to submit your online claim, it means you already received the Unit 2 Lottery funds during one of the previous terms in the

academic year. You will be eligible again to submit a claim for the Unit 2 Lottery fund once the academic year in which you successfully received funds has ended.

**Please also note:** We encourage those eligible members with part time appointments to apply for the Unit 2 Lottery fund as early as possible. Unit 2 Lottery funds are given on a first-come-first-serve basis. These funds are usually depleted within 24 hours of the Lottery form becoming activated. Once the funds are depleted, the online Unit 2 Lottery fund form is closed.

- Unit 2 Lottery/PERL claims receive a reimbursement of **\$250 once per academic year**

### **IMPORTANT INFORMATION FOR ALL UNIT 2 LOTTERY (PERL) CLAIMS**

**Please note:** All Unit 2 Lottery forms are accepted through **online submission only**. All Unit 2 PERL forms must be correctly and fully completed with all necessary information and documentation attached including official banking information (i.e., picture or scan of a cheque to the bank account where the money is being deposited), pictures, scans or PDF versions of original receipts where indicated or they will not be considered. **Please make sure that you upload your banking information where indicated and your electronic versions of original receipts where indicated.**

**Important:** Those who are eligible to apply for Unit 2 Lottery funds will receive an email from the Unit 2 VP with the online Unit 2 Lottery form link once the Unit 2 Lottery becomes available.