Application Process for Faculty Associate

Go to the SFU Education website to get started:

http://www.sfu.ca/education/teachersed/fa-sa/faculty-associates/overview.html

You should see a website page that looks like this:

**Step 1:** Select “Faculty Associate Online Application” to begin the application process.

**Step 2:** Create a new account by clicking “sign in” or if you have previously applied, login using your username and password. You will need to have an account in order to submit an application.
If you have previously applied, please select “start with information from a previous application,” then click “get started.”

Step 3: If you are creating a new account, fill in your information including: your name, email, and the password that you wish to set for the account.

a. You can choose to add a picture of yourself if you’d like, but it is optional.

b. Under “Applying For:” select Faculty Associate.

c. Once complete, click the “Get Started” button. The homepage will open and you will be able to start your application.
**Step 4:** Start the application process. The homepage will look like this:

![SFU Professional Programs Applications](image)

**Step 5:** The first step is to complete the “Faculty Associate Application”, which will be listed under the “Task” column. Click the “Start” button under the “Actions” column.

- a. Fill in all of your personal information (name, address, phone number, etc.).
- b. The next section will include 3 questions that require a yes or no response. If you click “Yes”, you will need to provide additional information in order to progress through the application. If you click “No”, you will not need to provide any other information. See the example below:
c. Continue through the application and enter your most current/recent employment information.

d. You will then be asked to input additional employment history information. Initially there will only be one section to input employment history. In order to add additional employment history information, be sure to select “Yes” for “Do you have more to add?” at the bottom. Once selected, another section will come up. You can add up to two additional sections.
e. Enter the number of years that you’ve taught; be specific under each section.

f. Next you will be asked to enter your highest post-secondary degree, diploma, or certificate. You can enter up to 5 degrees or diplomas as long as you click “Yes” beside “Add additional degrees”.

![Degree Entry Form]

- Enter your highest post-secondary degree, diploma or certificate or, if you are currently working on a degree, diploma or certificate, enter that information.
- Degree, Diploma or Certificate (use the format BA, BSc, PDP, MA, MEd, PhD):
- Institution:
- Field of Study:
- Date awarded (month/year):
- Add additional degrees: ☐ Yes ☐ No

![Transcript Selection]

- You are required to provide your university transcripts by uploading them to your application.
- Please select the number of transcripts you wish to upload to your application below.
- Attach 1 Transcript
- Attach 2 Transcripts
- Attach 3 Transcripts
- Attach 4 Transcripts
- Attach 5 Transcripts

- You are required to provide 3 references. You are required to provide 3 references. (More than 3 will not be considered.)
i. To complete this portion of the application, you must consent to allow Simon Fraser University to collect this information. In addition, you will need to provide a signature. Once complete, select “Save and Exit” to go back to the homepage.

Step 6: Continue to progress through the tasks listed in the application. The next step would be to attach your resumé.

a. When attaching your resumé, create a document title for it, i.e.: “First and Last Name – Resumé”.

b. Click “Choose File” and you will be taken to your documents on your computer.

c. Choose the file to be uploaded, and select the “Submit” button when complete.

d. You will then be taken to a screen, which will show you a preview of your uploaded document. To return to the homepage, select the “Back” button.
Step 7: Upload your Teacher Qualification Services Card (must show your category).

a. Click “Start” on the homepage. You will be taken to a screen that looks like this:

![Image of Teacher Qualification Services Card upload screen]

b. Create a document title for it, i.e. “First Name Last Name - TQS Card”.

c. Once the file is attached, click “Submit”.

d. You will then be taken to a screen, which will show you a preview of your uploaded document. Same as above, click the “Back” button to return to the homepage.

Step 8: Upload your transcript(s). Follow the same steps as uploading your resumé and your TQS card.

![Image of Transcript upload screen]

a. If you specified that you wanted to upload two transcripts (in your application), you will need to do it separately.

b. Once you’ve uploaded your first transcript, go back to the homepage and click on the next task to upload your second transcript. (This only applies if you are uploading two transcripts)
**Step 9:** Fill in the information for your references. You are required to provide three references for your application.

- a. Start with the first task, which will need to be a reference from your most recent supervisor. When you click the task, you will be taken to a screen that looks like this:

  ![Reference Request Form](image)

  In order to ensure success, please make sure to inform your referee that they will be getting an email requesting a recommendation in support of your FA application. Sometimes these emails may get caught in spam so please ask them to check their spam folder in the event that they do not receive the recommendation request.

- b. Fill in the information (name, email, etc.) about your supervisor. In doing so, an email will automatically be sent to him or her to request a recommendation for you. They will need to create an account on the site (with a user name and password) to do this.

- c. Once complete, scroll all the way down to the bottom and click “Submit”.

- d. Follow the same steps for the next two references.
**Step 10:** Complete the written assignment. This is the last task that you will need to complete before submitting your application.

a. The written assignment contains 5 questions. The first 3 questions will be on the first page, and the last two will be on the second page. **NOTE:** You must enter some text into each box in order to access the next pages. Click the “Next” button to go to the last two questions.

b. Throughout the written assignment, you can “Save and Continue Editing” if you’d like to come back to it later, or if you want to ensure your work does not get lost.

c. Once complete, there will be an option on the second page to “Save and Exit”. That will take you back to the homepage where you can submit your application.

**Step 11:** To submit your application. Back on the homepage, you will need to scroll down almost to the bottom of the page to the “Submit” button.

a. If you have not completed all of the required tasks, you will not be able to submit as it will say “prerequisites not met”.

b. If this happens, you can scroll up and check to see if all your tasks are “complete” or “incomplete” (see under the “Status” column).
c. Once all your tasks are complete, scroll down to the bottom to find the submit button. If all the tasks are complete, it will look like this:

![Submit Button](image)

Once your "Tasks" are "Complete" you will be able to hit the "Submit" button on the bottom left hand corner of your home page. Once you press "Submit", you will not be able to edit your submission. Don't worry! You may contact Karen Hill, Program Assistant-Student Placements, at edplacem@sfu.ca or 778-782-4149 if you require assistance.

d. It will only say incomplete until you hit "Submit". In doing so, your application will be sent through for review.