

Application Process for Faculty Associate (FA)

Go to the SFU Education website located at:

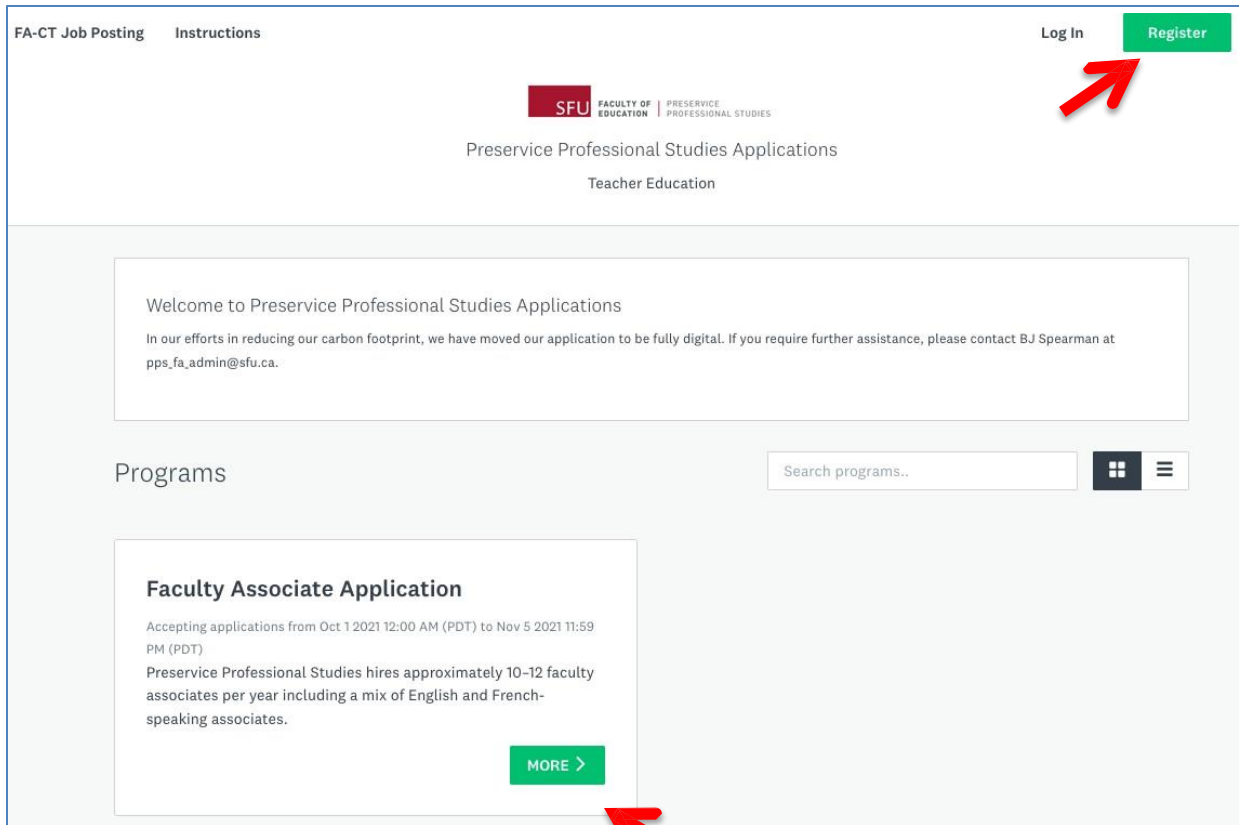
<http://www.sfu.ca/education/teachersed/fa-sa/faculty-associates/overview.html>

You should see a website page that looks like this:

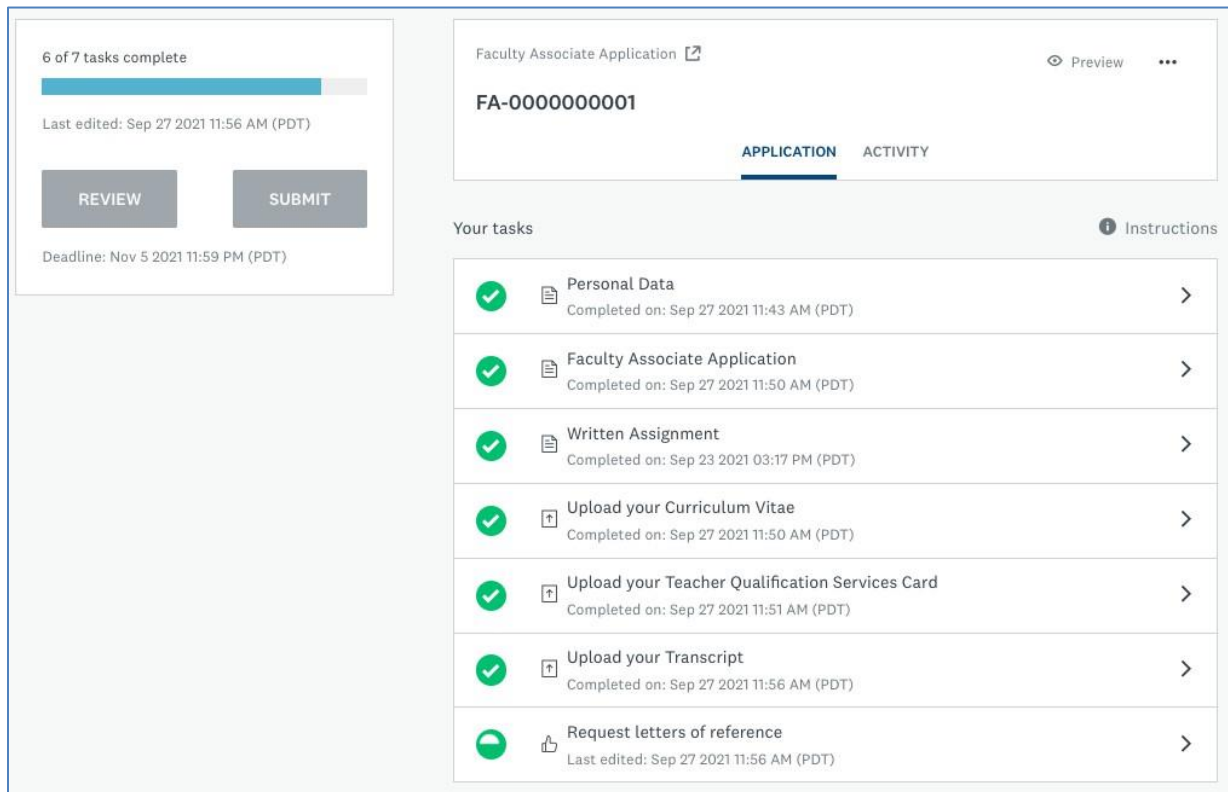
The screenshot shows the SFU Faculty of Education website page for Faculty Associates. The page features a navigation menu with options like 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'PROGRAMS', 'FACULTY & RESEARCH', 'INDIGENEITY', 'COMMUNITY', and 'CONTACT'. A sidebar on the left lists 'WORK WITH US' options, including 'FACULTY ASSOCIATES'. The main content area includes a large image of people shaking hands, with the text 'FACULTY ASSOCIATES' overlaid. Below the image, there are three columns of text: 'Applications open: (Lower Mainland) October 1, 2025', 'Applications close: (Lower Mainland) TBA', and 'Next start date: (Lower Mainland) September 1, 2026'. A central box contains the text 'Watch for the next application round (Lower Mainland) in October 2025.' and a red 'APPLY NOW' button. Below this, there is a link to 'JOIN US AT OUR UPCOMING INFORMATION SESSION'. At the bottom, there is a paragraph describing the role of Faculty Associates (FAs) and a section titled 'ON THIS PAGE' with links to 'Overview', 'About the Experience', 'Selection Criteria', and 'Upcoming Information Sessions'.

Step 1: Click on the [APPLY NOW](#) button to begin the application process. This brings you to a description of the job posting and a [link](#) to access the online application.

Step 2: If you have never applied to SFU, you must create a **new** account by clicking on the [Register](#) button (see screenshot next page) to bring you to the ‘**Log-In**’ page. You must have an account to submit an application. If you have previously applied to SFU, you can click on [MORE >](#) and then “**Apply**” to use your previous username and password.



Step 3: Start the application process by completing each task. The task page will look like this:



Start by clicking on the arrow (>) next to the '*Personal Data*' task, and complete the form.

At any time, you may either '*Save and Continue Editing*' or '*Mark as Complete*'. Click on '< *Back to application*' to bring you back to the task page and show you the progress of your application.

You can go back into your application at any time to edit or make changes prior to hitting the **Submit button**.

Step 4: Application Form - Click on the arrow (>) next to the '*Faculty Associate Application*' task and complete the form.

0 of 7 tasks complete

Last edited: Sep 23 2021 02:56 PM (PDT)

REVIEW SUBMIT

Deadline: Nov 5 2021 11:59 PM (PDT)

Faculty Associate Application [Preview](#) [...](#)

FA-0000000001

APPLICATION ACTIVITY

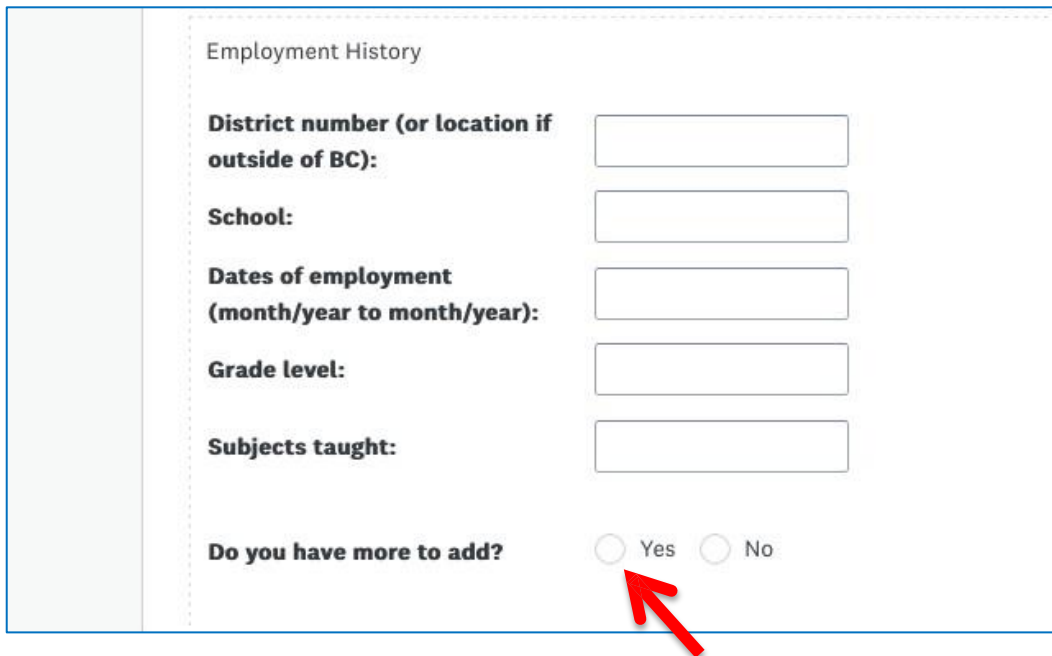
Your tasks [Instructions](#)

- Personal Data >
- Faculty Associate Application >
- Written Assignment >
- Upload your Curriculum Vitae >
- Upload your Teacher Qualification Services Card >
- Upload your Transcript >
- Request letters of reference >

Complete the form as follows:

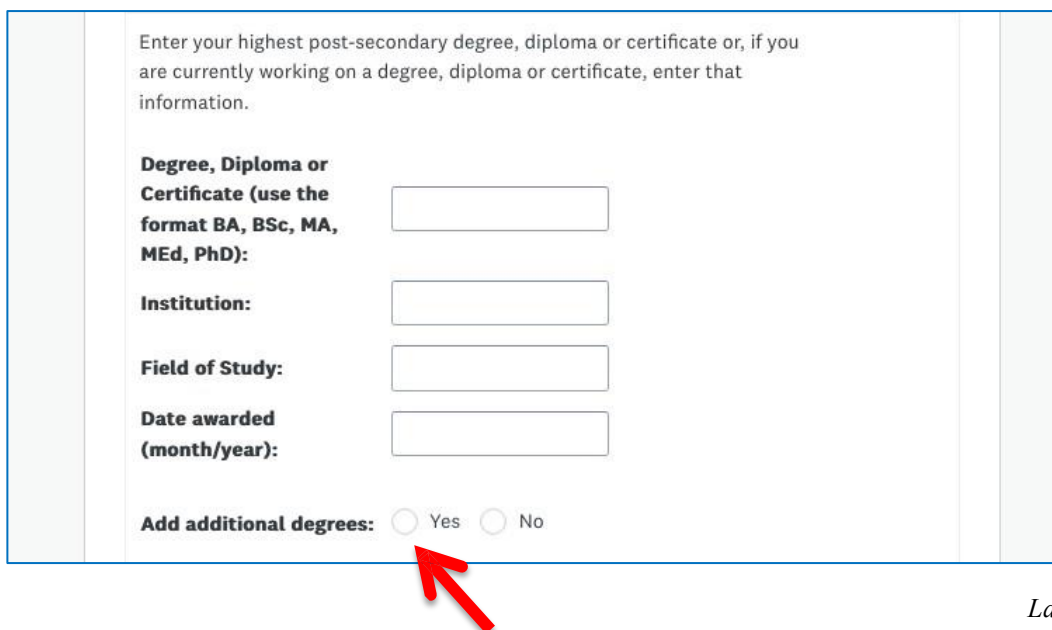
- The following sections will include questions that require a yes or no response. If you click “*Yes*”, you will need to provide additional information to progress through the application. If you click “*No*”, you will not need to provide any other information.
- Continue through the application and enter your most current / recent employment information.

- c. You will then be asked to input any additional employment history information. Initially there will only be one section to input more employment history. 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 become visible. You can add up to two additional sections.



The screenshot shows a form titled "Employment History". It contains several input fields: "District number (or location if outside of BC):", "School:", "Dates of employment (month/year to month/year):", "Grade level:", and "Subjects taught:". At the bottom, there is a question "Do you have more to add?" with two radio buttons labeled "Yes" and "No". A red arrow points to the "Yes" radio button.

- d. Enter the number of years that you’ve taught; be specific under each section.
- e. After indicating your **TQS category** and **BC Certification**, you will be asked to enter your highest post-secondary degree, diploma, or certificate. You can enter up to 5 degrees or diplomas provided you click “**Yes**” beside “***Add additional degrees***”.



The screenshot shows a form section for entering post-secondary education. It includes the instruction: "Enter your highest post-secondary degree, diploma or certificate or, if you are currently working on a degree, diploma or certificate, enter that information." Below this are input fields for: "Degree, Diploma or Certificate (use the format BA, BSc, MA, MEd, PhD):", "Institution:", "Field of Study:", and "Date awarded (month/year):". At the bottom, there is a question "Add additional degrees:" with two radio buttons labeled "Yes" and "No". A red arrow points to the "Yes" radio button.

- f. Next, you'll be prompted to select the **number of transcripts** that you will attach (as a separate task) to your application. If you have more than one transcript, be sure to specify. You will be able to come back to this part of the application process to change the number of transcripts if necessary.

(**NOTE:** Only **official transcripts** or copies of official transcripts will be accepted.)

You are required to provide your university transcripts by uploading them to your application. **NOTE: Only official transcripts or copies of official transcripts will be accepted.**

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

The information on this form is collected under the general authority of the University Act (R.S.B.C. 1979, c. 419) and the University Policy AC12.06. By completing and submitting this Faculty Associate application form, you are consenting to the collection and use of this information by the University, including contacting references supplied by you. Should you have any questions about this collection of personal information, please contact the Program Manager, Faculty of Education, Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6, at pps_program_manager@sfu.ca or 778 782-4358.

- g. 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 Continue Editing***” or “***Mark as Complete***” to go back to the task page.


The information on this form is collected under the general authority of the University Act (R.S.B.C. 1979, c. 419) and the University Policy AC12.06. By completing and submitting this Faculty Associate application form, you are consenting to the collection and use of this information by the University, including contacting references supplied by you. Should you have any questions about this collection of personal information, please contact the Program Manager, Faculty of Education, Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6, at pps_program_manager@sfu.ca or 778 782-4358.

Consent

Do not consent

Signature

Please sign below using your mouse, finger or stylus pen.



Step 5: Continue through the tasks listed in the application. The next step is to complete the 6 questions in the *‘Written Assignment’*.

- a. 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.
- b. Once complete, click on *“Mark as Complete”*. This will take you to a progress page. Click on any of the tasks on the left side of this page to continue with your application or click on *“< Back to application”* to return to the main task page.

< Back to application

Faculty Associate Application
FA-000000001
ID: FA-000000001

Personal Data

Faculty Associate Application

Written Assignment

Upload your Curriculum Vitae

Upload your Teacher Qualification Services Card

Upload your Transcript

1 of 7 tasks complete

Last edited: Sep 23 2021 03:17 PM (PDT)

REVIEW SUBMIT

Deadline: Nov 5 2021 11:59 PM (PDT)

Written Assignment
Completed Sep 23 2021 03:17 PM (PDT)

Task instructions Hide

Please complete each of the five questions in the written assignment. You will need to fill in answers in each of the boxes in the first three questions before you are able to click the 'next' button to see the last two questions.

Written Assignment

1. Describe three core beliefs you hold about educational practice. Please provide examples of teaching practices you engage in/use that reflect each belief.

xxx

2. Identify a few issues you believe are critical to address in teacher education and why you feel they are of such importance.

xxx

3. Describe an experience you have had when supporting/mentoring a student teacher or colleague. What important learning emerged from the experience for you and how might it inform your work?

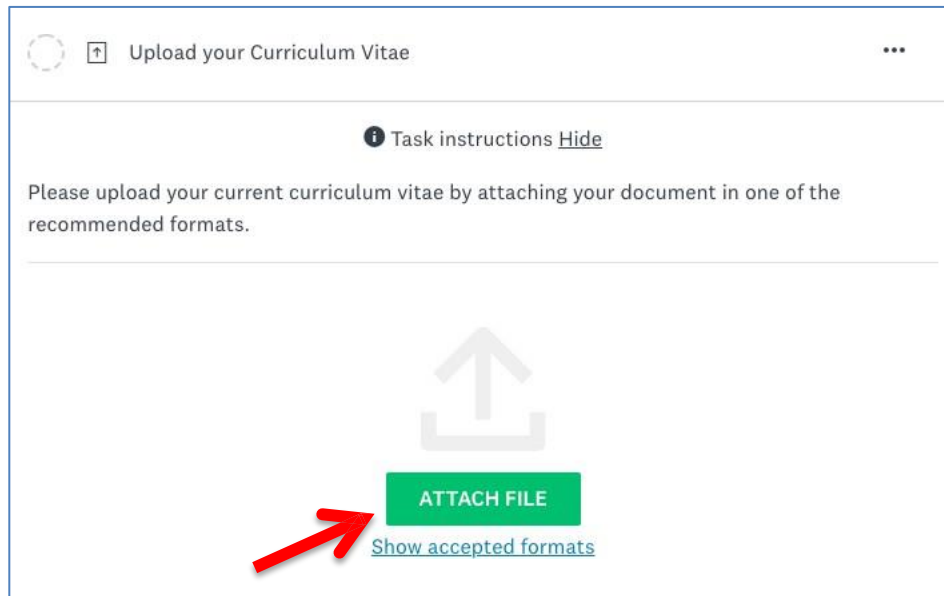
xxx

4. Why are you interested in taking on the faculty associate role?

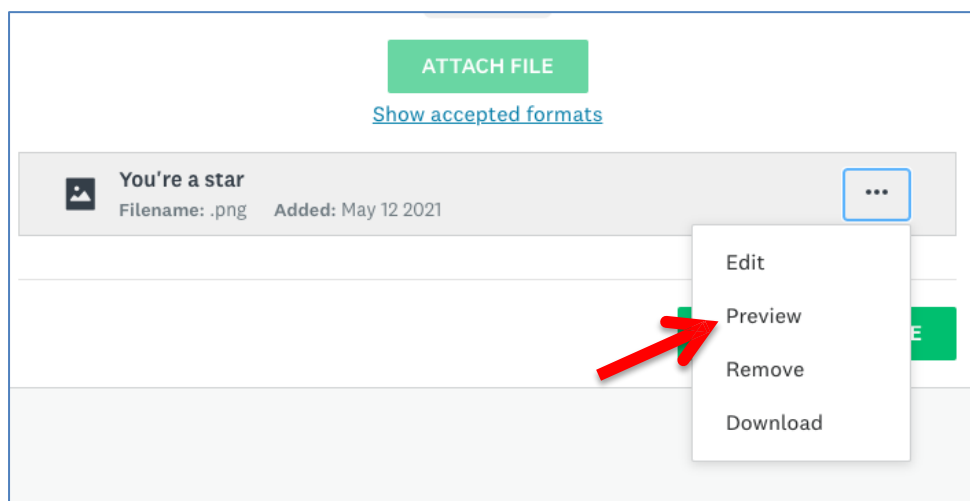
xxx

5. What do you consider to be some critical needs of the faculty associates working as teacher educators? Describe some ways you might address such needs in this role?

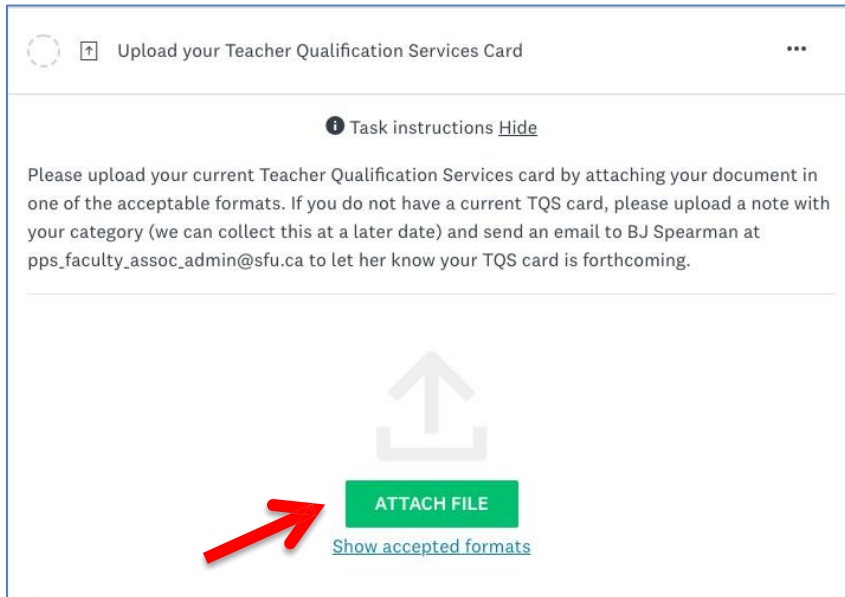
Step 6: Continue to progress through the tasks. The next step is to *'Upload your CV'*.



- When attaching your resumé, name your document accordingly, i.e.: “***First and Last Name–Resumé***”.
- Click “***Attach File***” (as many times as needed) to search for the document on your computer.
- Choose the file you want to upload, and select the “***Mark as Complete***” button when complete.
- You can see a preview of your uploaded document by clicking on the three dots and choosing “***Preview***”. Click on any of the tasks on the left side of this page to continue with your application or click on “***< Back to application***“ to return to the main task page.

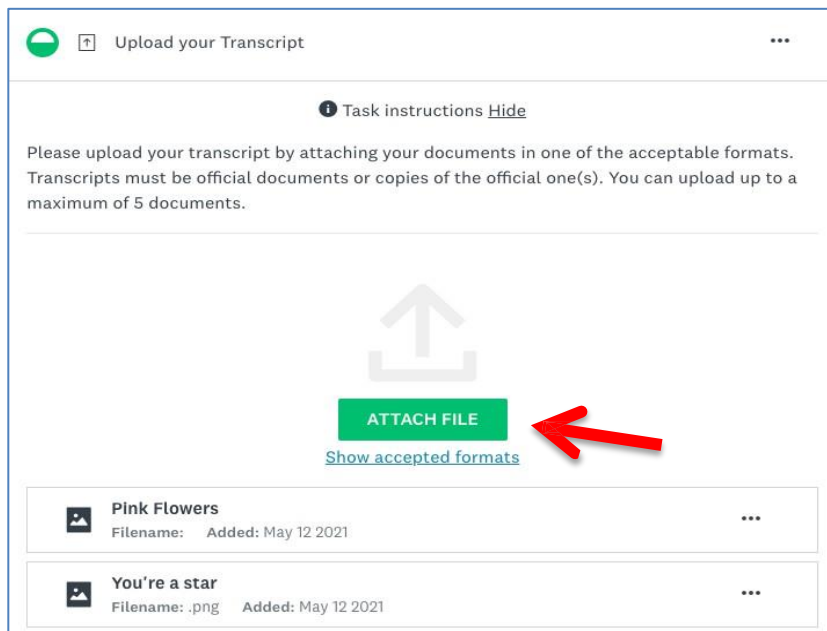


Step 7: Next, *'Upload your Teacher Qualification Services Card'* (must show your category). Click *"Attach File"* and you can search for your document on your computer.



- a. Name your document accordingly, i.e. *"First Name Last Name–TQS Card"*. Click on any of the tasks or click on *"< Back to application"* to return to the main task page.

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



- a. You can upload a minimum of 1 transcript to a maximum of 5 transcripts (according to how many you specified in the "application" portion). This section can be edited.

Step 9: ‘Request letters of reference’. You are **required to provide 3 references.** (More than 3 will not be considered by the hiring committee.)

- a. Start with the first one, which will need to be a reference from your most recent supervisor. When you click “***Request a Recommendation***”, you will see this form:

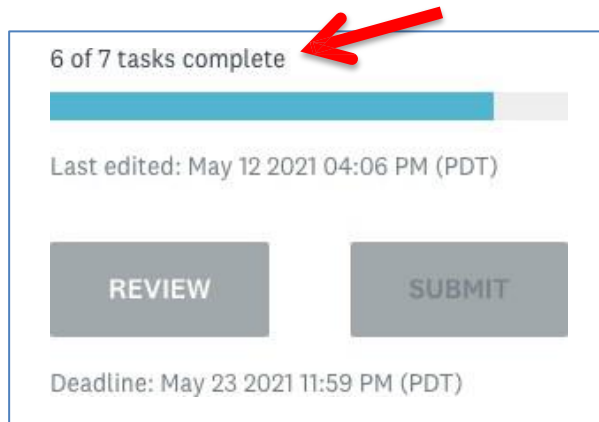
- b. Fill in the information (name, email, etc.) for your supervisor. In doing so, an automated email will be sent to them to complete a recommendation for you. They will need to create an account on SurveyMonkey Apply with a username and password.

NOTE: you may want to advise your supervisor that the message may end up in a “junk” or spam folder.

- c. Follow the same steps for the next two references.
- d. Click on any of the tasks or click on “< **Back to application**” to return to the main task page.

Step 11: When all of the above tasks are complete, return to the main task page to submit your application. The “**Submit**” button becomes visible once all tasks are complete.

- a. If you have not completed all the required tasks, you will not be able to submit your application. It will say, for example “**6 of 7 tasks complete**”.



When you hit the “**Submit**” button, your application will be sent forward for review. You will be notified if there are any issues with your submission. Questions can be forwarded to Ashleen Rider at pps_fa_admin@sfu.ca.

Good luck with your application to SFU!