



GUIDE FOR PROFESSORS PLACED ON AVAILABILITY

JANUARY 2026

This guide is intended for CEGEP professors whose union is affiliated with the FNEEQ (CSN).



Copywriting

Équipe du regroupement cégep

Graphic design

Emilie Tremblay (emilissime.com)

JANUARY 2026





TABLE OF CONTENTS

5	Introduction
6	1.0 MED? This guide is for you!
	1.1 What does placement on availability mean?
	1.2 How do you become a MED?
	1.3 What is the placement office?
	1.4 What is the parity placement committee?
9	2.0 Job security overview
	2.1 Salary protection
	2.2 Zone, sector, "outside the zone"
	2.3 The mechanism
	2.4 Lists and form
	2.5 Cancellation of placement on availability
16	3.0 Two possible scenarios
	3.1 The general scenario: reduced enrollment
	3.2 Program closure
20	4.0 When you're placed on availability
	4.1 Your right to return
	4.2 If you refuse a position or annual teaching load
	4.3 If you're not relocated or reassigned
	4.4 If you're placed on availability for two years without cancellation
	4.5 Your benefits and plans
	4.6 Your moving expenses
	4.7 Your other options
	4.8 A few situations

- 26** **5.0 Hiring priorities**
 - 5.1 Priority for a position [5-4.17 a)]
 - 5.2 Priority for another teaching load in the Regular sector [5-4.17 b)]
 - 5.3 Priority for a teaching load in Continuing Education [5-4.17 d)]
 - 5.4 Priority for summer courses [5-4.17 e)]
 - 5.5 Offer of activities in the recognition of prior learning and competencies [5-4.17 f)]

- 32** **6.0 A few important dates**

- 34** **APPENDICES**
 - Annexe I : Sample Letters

 **This symbol provides a direct link to the table of contents.**



INTRODUCTION

This guide has been developed to clarify Article **5-4.00** of the 2023-2028 collective agreement for FNEEQ (CSN) teaching personnel regarding the rights of CEGEP professors placed on availability. It is not intended as a substitute for that article.

To facilitate reading, we refer to the articles, clauses and appendices of the collective agreement using [**clause** or **article**]. Please refer directly to the collective agreement for more details: the official French text is the source of your rights and obligations.

In addition to an overview of the job security mechanism, this document presents two typical scenarios that can lead to placement on availability: declining student enrolment and program closures. It also covers various topics such as non-relocation, salary, benefits, moving expenses, retraining, and employability or termination of employment measures. Sample letters are provided in the appendices.

For more information or to ensure that your rights and obligations are respected, we recommend that you contact your union's executive committee.

This document is available on the FNEEQ website at www.fneeq.qc.ca.

1.0

MED?
THIS GUIDE IS FOR YOU!





IMPORTANT!

This document is not an interpretation of the collective agreement and does not cover all possible situations. The text of the agreement takes precedence. We recommend you contact your union's executive committee for further information.

1.1 What does placement on availability mean?

Placement on availability (*mise en disponibilité*) is a **job security mechanism**. It generally occurs when there is a surplus of tenured professors over the number of positions in a discipline [5-4.05]. It may also occur when a decision is made to modify or close a program of study [5-4.03].

In order to keep their employment and related benefits, **tenured professors who are placed on availability may have to be reassigned temporarily to another college. They may also be required to relocate to another college.** In other cases, professors may continue to work at their college while benefiting from salary protection.

1.2 How do you become a MED?

NOTE

MED is the acronym typically used to designate a **tenured professor placed on availability** (*l'enseignant·e permanent·e mis·e en disponibilité*).

If a college decides to place professors on availability,¹ for each discipline where it does so, it must select the tenured professor with the least seniority and, in the case of equal

1 The college must first call a meeting of the labour relations committee [5-4.04].

seniority, the one with the least experience and, finally, the one with the fewest years of schooling [5-4.06 A]).

All placements on availability take effect the following school year. If you're placed on availability, **your college must send you written notice to that effect between May 1 and May 31 [5-4.06 A]).** If you have already been placed on availability in previous years without cancellation, your college is not required to notify you again.

1.3 What is the placement office?

The placement office is a province-wide employer-operated service that carries out the operations required to relocate professors who have been placed on availability in the college network [5-4.11].

It therefore **draws up lists of positions and annual full-time substitute teaching loads available** throughout the network by college, discipline and specialization, specifying, among other things, the teaching language. (See "[Lists and form](#)") It also draws up a list of professors placed on availability by discipline, indicating their specialization where applicable.

If you're placed on availability, you'll receive the results of the placement office relocation operations no later than November 15 [5-4.11 b]).

1.4 What is the parity placement committee?

The parity placement committee is made up of representatives of the FNEEQ (CSN), the FEC (CSQ), the ministère de l'Enseignement supérieur (MES) and the Fédération des cégeps. These representatives ensure that members' interests as regards relocation are respected, notably by verifying the seniority of professors placed on availability.

In the case of the FNEEQ, the representatives are also expected to work with the MES and the Fédération des cégeps on operations to grant retraining for reserved positions [5-4.12].

2.0

JOB SECURITY OVERVIEW





2.1 Salary protection

All professors placed on availability are guaranteed **80% of their annual salary**, i.e. the annual rate determined by their years of schooling and experience. However, if they are **eligible for retirement without actuarial reduction**, their salary protection is set at **60%**.

If you're placed on availability and **your teaching load at your college is equal to or greater than your salary protection, you're not required to relocate or reassign**. You also do not have to indicate your choices for positions or annual substitute teaching loads [5-4.07 D)].

NOTE

You're entitled to salary protection even if your workload is not 80% (or 60% if you're eligible for retirement) for as long as you remain placed on availability and employed by your college.

However, **you're required to accept any teaching load** offered by your college up to your salary protection level. The college may also assign you activities other than teaching.

Please refer to "[If you're not relocated or reassigned](#)" for more information.

2.2 Zone, sector, "outside the zone"

These are very important concepts for understanding placement on availability. Your rights and obligations as a professor placed on availability vary depending on them.

Each college is associated with a **zone**, historically defined as an area with a radius of approximately 50 kilometres from the college. The same applies to the **sector**, with a radius of approximately 100 kilometres. "**Outside the zone**" refers to colleges in the network that are not in the same zone.

For job security purposes, your zone and sector are those associated with your college of origin. You will find a list of zones and sectors in **APPENDICES II-1** and **II-2** of the collective agreement.

2.3 The mechanism

Relocation to a position

First, we must distinguish between **voluntary** and **mandatory** relocation. The former takes precedence over the latter when a position opens up at a college.

Being a **voluntary MED** means informing the placement office that you are willing to take a position at another college, which gives you higher priority for that position.

NOTE

A **position (*poste*)** is a full-time teaching load in the Regular sector, created and made available under certain conditions. If you're a non-tenured professor, holding a position may confer tenure at your college.

If you don't want to change colleges, your situation falls under **placement on availability with a requirement to relocate** to a position at another college. This will happen **only if such a position is available in your discipline and is offered to you.**

For the first two years of your placement on availability, i.e. of being a MED without cancellation, **you won't be required to relocate outside your zone [5-4.07 F]**. In other words, if you are required to relocate during this period, it will be to another college in the same zone.

For more information on longer periods of placement on availability, please refer to "[If you're placed on availability for two years without cancellation.](#)"

Reassignment to a teaching load

If you're not relocated to an available position and aren't guaranteed a teaching load at your college that is equal to or greater than your salary protection, **you must accept reassignment to another college in the same zone** with an annual full-time substitute teaching load, but **only if such a teaching load is available in your discipline and is offered to you.**

If you're reassigned, your name remains on the placement office list and **you'll return to your college at the end of the teaching year [5-4.07 F)].**

NOTE

An **annual full-time substitute teaching load** generally becomes available because of a leave or release in the Regular sector. If such a workload is filled by a non-tenured professor, this does not entitle that professor to tenure.

In this guide, the terms "annual substitute teaching load" and "annual teaching load" are sometimes used instead of the full term.

Offer of positions and annual teaching loads

As a professor placed on availability, you can **volunteer for a position in your discipline² at another college** if you're interested.

If there is no professor at that college with higher priority for the position (see "[Hiring priorities](#)"), the placement office will offer it first to a voluntary MED in the zone, then to a voluntary MED outside the zone. When there are multiple voluntary MEDs with the same priority, the position is offered to the one **with the most seniority** on the last day of the contract year preceding that of the position to be filled [5-4.07 F)].

In the event **of a mandatory relocation or reassignment within the zone**, the professor on availability **with the least seniority** must accept the position or annual teaching load

² You can also indicate your interest in a position in another discipline, in which case you must meet the relevant requirements [5-4.07 F) 2]. The hiring priority is also not the same (see "[Hiring priorities](#)"). "Your discipline" refers to the discipline in which you were hired or that you were teaching the year you were placed on availability [5-4.07 F) 1]. For teaching language, see 5-4.07 F) 2.

offered by the placement office [5-4.07 F]). Again, this refers to seniority on the last day of the contract year preceding that of the position or annual teaching load to be filled.

NOTE

Whether or not you volunteer, you can indicate your preferred choice(s) of available positions or annual teaching loads on the form (see "[Lists and form](#)").

However, you may be required to relocate to a position or reassign to an annual teaching load that is different from your expressed choice(s).

Deferred occupation of a position or an annual teaching load

If you're guaranteed a **full teaching load for the fall semester at your college** and the placement office offers you a position or annual teaching load at another college, you will not have to occupy it until the winter semester [5-4.07 F]).

If you're offered a position by the placement office **after classes have begun**, you're not required to occupy it until the following semester. In the meantime, you maintain your employment relationship with your college of origin [5-4.07 F]).

2.4 Lists and form

When placed on availability, you'll receive a link to the college job security management system (GSEC). A user's guide is available to help you fill out the digital form.³

This form is used to indicate **your choices of available annual substitute teaching loads and positions** in the college network. This is also where you specify **whether you wish to volunteer for relocation**.

Please note, however, that the placement office may offer you relocation to a position or reassignment to an annual teaching load that does not correspond to one of your choices.

3 For assistance using the GSEC system, you can also contact the placement office at the following email address: GSEC@mes.gouv.qc.ca.

IMPORTANT!

Professors on availability receive a list from the placement office three times: once in June (positions and annual teaching loads), once in August (positions and annual teaching loads) and once in October (positions only) [5-4.07 B) and C)].

You must indicate your choices after receiving each list. You have seven calendar days after receiving a list to submit the form [5-4.07 D)].

Even if you're not required to relocate or reassign, it is best to complete the form and indicate in the appropriate place that you're staying at your current college.

2.5 Cancellation of placement on availability

When the college cancels a placement on availability, it starts with the professor in the discipline who has the most seniority. Their name is removed from the placement office's list [5-4.06 D) and E)].

Your placement on availability will be cancelled in the following cases:

- Your college underestimated the number of students, and there are enough positions in your discipline for **you to fill one** [5-4.06 B)].
- You obtain or reach **a full-time teaching load at your college for the current year** – or, you would have obtained or reached such a load had you not been reassigned to an annual substitute teaching load elsewhere [5-4.06 B) and C)].
- When the performance of duties other than teaching at your college guarantees you **a full annual salary**. However, this does not cancel your placement on availability if there is a professor in your discipline who has more seniority than you and is still placed on availability [5-4.06 D)].

The cancellation of placement on availability is valid for the current year. Thus, if the cancellation occurs after May 1, it is **not valid for the following school year** [5-4.06 D)].

...or its maintenance

You may have reasons for not wanting your placement on availability to be cancelled. For example, you may anticipate that reduced student enrollment will persist in the coming years and you might prefer to obtain a position at another college as soon as possible.

In this case, you must notify your college in writing⁴ within seven calendar days of reaching an annual full-time teaching load.

If you change your mind, you have until October 30 of the current year to have your placement on availability lifted [**5-4.06 B**]. Meanwhile, **you're required to accept a position offered by the placement office only if it corresponds to a choice indicated on the form [5-4.07 E) 2]**.

4 See the Appendix for [Sample Letter 1](#).

3.0 TWO POSSIBLE SCENARIOS





3.1 The general scenario: reduced enrollment

This is the general scenario that applies to most professors placed on availability.

A number of full-time equivalent (FTE) professors is established based on the projected number of students per program, and a staffing plan is proposed for distributing these FTEs. This distribution determines the number of positions available in each discipline.⁵

If the number of tenured professors in a discipline is greater than the total projected number of positions *and* annual full-time substitute teaching loads in that discipline for the following year, the college will proceed with placement on availability. It begins with the tenured professor in the discipline who has the least seniority.⁶ Seniority being equal, it will consider experience and, finally, years of schooling [**5-4.06 A**].

3.2 Program closure

IMPORTANT!

Only professors teaching in the title discipline of a closed program are covered by the special conditions described here. These therefore do not apply to MEDs from contributing disciplines or general education, even if their placement on availability occurs as a result of the closure [**5-4.07 E** 4].

For a program to be closed, a resolution to that effect must be adopted by the college's board of governors [**5-4.01**]. The college is required to review the matter at a Labour Relations Committee (LRC) meeting four months before the closure takes effect [**5-4.02** and **5-4.03 B**]. In addition, it must consult with the academic council (*Commission des études*).

-
- 5 If the residual allocation is equal to or greater than 0.9, it is considered equivalent to one FTE [**8-5.09 a**]. For example, an allocation of 9.9 FTEs corresponds to 10 positions in a discipline. See also clauses **5-1.05** and **8-5.09 d**) regarding disciplines.
- 6 In the case of a discipline with multiple specializations, the placement office establishes the specialization(s) in each discipline that a professor is qualified to teach [**5-4.11 d**].

The only such program in the zone

No later than June 1 of the year in which the only such program in the zone is closed, the college must provide written notice to professors of the title discipline of the program who are placed on availability⁷ or who have already been and remain placed on availability [5-4.07 L].

In this situation, you have several options:

1. **Volunteer for a position in your discipline outside your zone.**⁸ The position will be assigned according to the hiring priorities.
2. **Submit to the mandatory relocation mechanism.** After two years of placement on availability without cancellation, **you will be required to accept a position in your discipline at a college in another zone [5-4.07 E] 1. a)**. In this case, your priority will be lower than it would be if you volunteered (priority 6 instead of 5; see "[Hiring priorities](#)").

NOTE

In both cases – voluntary or mandatory relocation – when you accept a position that is offered to you, you're not required to fill it until the following winter semester [5-4.07 F].

3. **Choose one of the following options within six months of receiving the closure notice:**
 - **Severance package:** The severance package is equal to one month's salary for each year of seniority, to a maximum of one year [5-4.07 L] 1).
 - **Retraining:** You may also apply for retraining (for a period of one to eight semesters) to teach another discipline at your college. You must submit a written request to your college,⁹ who will forward it to the relevant selection committee and decide whether to forward it to the parity placement committee.

⁷ The program may be closed without you being placed on availability, for example when second- or third-year students need to complete their course of study. In this case, written notice of closure will be sent to you when you are placed on availability.

⁸ Or for a position in another discipline within or outside your zone. See [note 2](#).

⁹ See Appendix for [Sample Letter 2](#).

Acceptance of retraining by the parity placement committee is conditional on the availability, real or anticipated, of a position at the college in the other discipline, which must be reserved until the end of the retraining period. If your request is forwarded to the committee, it takes priority over requests not related to the closure of the only such program in the zone [5-4.07 L) 2 and 5-4.21].

- **Pre-retirement leave** – if you're eligible for retirement or early retirement at the end of the leave [5-4.07 L) 3 and 5-4.15].
- **Employability or termination of employment measures:** The college may, in accordance with the administrative rules determined by the MES, offer you one of the employability and termination measures provided for in clause 5-4.24. For professors placed on availability due to the only such program in the zone's closure, these measures¹⁰ include leave equal to one day per week (20%) during a single semester in order to take part in a career change process [5-4.24 f)].

NOTE

If none of the options described above suit you and you don't want to accept a position outside the zone, **you may waive your salary protection until a position that suits you becomes available.** In this case, you must notify your college and the placement office in writing¹¹ [5-4.07 H)].

Not the only such program in the zone

Article 5-4.00 of the collective agreement contains provisions for situations where the program closure does not concern the only such program in the zone. If this is the case, contact your union for more information.

¹⁰ For more details on all employability and termination measures, see clause 5-4.24.

¹¹ See the Appendix for [Sample Letter 3](#).

4.0

WHEN YOU'RE PLACED
ON AVAILABILITY





4.1 Your right to return

Up to five working days after the start of classes at your college of origin, if a position becomes available in your discipline or in another discipline¹² and if you have just been relocated, **you may exercise your right to return immediately [5-4.07 A)].**

Subsequently, **throughout the first year of your relocation and the following year,** you may exercise your right to return if a position becomes available at your college of origin. For such a position, you have priority 1 in your discipline and priority 2 in another discipline¹³ (see "[Hiring priorities](#)"). If you obtain it, you won't occupy the position until the following semester **[5-4.07 A)].**

You must notify the placement office in writing if you want to exercise your right to return.¹⁴ It's important to do so as soon as you're relocated so that the placement office takes it into account when assigning future positions. You must also do so again by May 1 of the year of your relocation and the following year, so that your name remains on the placement office's lists **[5-4.07 A)].**

IMPORTANT!

If you're required to relocate to a college in another zone due to a program closure, **you do not have the right to return** to your college of origin **[5-4.07 A)].**

4.2 If you refuse a position or annual teaching load

If you refuse a position or teaching load offered by the placement office when you are required to relocate or reassign, **you cease to be employed by the college.** In the event of a dispute, you have thirty (30) days to file a grievance **[5-4.07 H)].**

12 In the case of another discipline, you must apply for and meet the requirements of the position. In this case, the college is not required to obtain selection committee approval.

13 On an equal basis with a tenured professor of a discipline where there is a placement on availability. In this case, seniority is the deciding factor.

14 See the Appendix for [Sample Letter 4](#).

4.3 If you're not relocated or reassigned

You're guaranteed 80% of your annual salary, i.e. the annual rate determined by your years of schooling and experience. If you're eligible for retirement without actuarial reduction, your salary protection is set at **60%**.

You're entitled to this protection even if your teaching load at your college is not 80% (or 60% if you're eligible for retirement), for as long as you remain placed on availability and neither reassigned nor relocated.

NOTE

If your teaching load at your college is equal to or greater than your salary protection, you're not required to relocate or reassign, nor to indicate your choice of positions or annual teaching loads on the form [5-4.07 D)].

If you indicate your choices anyway, the placement office can only assign you a position or annual teaching load that corresponds to one of those choices. [5-4.07 E) 2].

Your workload

To determine your workload's proportion, it is first calculated according to **APPENDIX I-1** and then divided by 80 individual workload (CI) units. The **80%** salary protection therefore corresponds to 64 CI units for the year. If you're eligible for retirement without actuarial reduction, the **60%** salary protection corresponds to 48 CI units.

In this case, relative to a full-time teacher, you must be available to your college in a proportion equal to the salary you earn divided by the salary you would earn if you were working full-time [8-3.01 c)].

If you're not guaranteed a teaching load equal to or greater than your salary protection at your college, you must accept any teaching load offered by the college up to the amount of said protection [5-4.07 I)]. Thus:

- You may be required to teach summer courses ending no later than June 24. If this interferes with your vacation, you will be paid accordingly [5-4.07 I) and 6-1.08].

- ➔ You may also be required to teach Continuing Education courses, in which case your teaching load will be calculated in CI units. With your college's agreement, you may exchange one or more courses with another professor in the department [5-4.07 I].

Your college may also assign you activities falling under type 1, 2, or 3 of the teaching duties described in clause 8-4.01 of the collective agreement. When your duties do not involve teaching, the college must call a meeting of the LRC [4-3.14 i)]. In that case, you're entitled to five working days to prepare for your new assignment [5-4.07 J)].

NOTE

You're not required to accept a teaching load that exceeds your salary protection, but if you do, you will be remunerated accordingly [5-4.07 I)].

4.4 If you're placed on availability for two years without cancellation

You're required to accept a position in your discipline at a college *in the sector* if such a position is available and is offered to you.

However, if your discipline is the title discipline of a closed program, **you're required to accept a position in your discipline at a college *in another zone*** if such a position is available and is offered to you.

In either case, the position is offered to the person who has been **on availability longest [5-4.07 E) 1. a) and b)]**. If the number of years is the same, it goes to the person with the least seniority on the last day of the contract year preceding that of the position to be filled (then to the one with least experience and, finally, to the one with the fewest years of schooling).

4.5 Your benefits and plans

For the purposes of calculating seniority and experience, you're considered to be working full-time while you're placed on availability [6-2.03 and 5-3.06 I)].

For pension plan purposes, you're credited with one year of service [5-4.14] per calendar year. The pensionable salary is the salary you would have earned had you not been placed on availability. However, your contributions are calculated based on your actual salary.

For life, health and salary insurance purposes, you're considered full-time [5-5.01].

4.6 Your moving expenses

If relocation to a college outside your zone requires you to move, you may be entitled to moving expenses [5-4.13 and APPENDIX II-3]. Please check with your union.

4.7 Your other options

Retraining

If you're placed on availability and a position opens up in another discipline at your college, you can apply for retraining toward a reserved position or a deferred and reserved position. The request must be made in writing¹⁵ to your college. The terms and conditions are described in clause 5-4.21.

Employability and termination of employment measures

When you're placed on availability, your college may offer you one or more employability and termination of employment measures. Some of these measures must be formally agreed upon, while others must be submitted to the MES for approval.

These measures include:

- **severance package**
- **pre-retirement leave**
- **retraining** for a reserved position **in another discipline at another college**
- **leave without pay** for a maximum of five years
- **service loan** for a maximum of five years

¹⁵ See the Appendix for [Sample Letter 2](#).

The employability and termination measures and their terms and conditions are described in clause **5-4.24** and the administrative rules sent annually by the MES.

Secondary school position

No later than August 10, the placement office will send you a list of available secondary school positions in the school boards. You're under no obligation to apply for these positions [**5-4.25**].

4.8 A few situations

- If you're participating in a deferred salary or anticipated salary leave plan (a "sabbatical") when placed on availability, certain conditions apply: see **5-12.15**.
- You can be your department's coordinator, but this cannot result in an increase in the number of full-time equivalent (FTE) professors assigned to the department [**4-1.08**].
- If you're a tenured professor, you may request paid pre-retirement leave to cancel or avoid placement on availability, provided you're eligible for retirement or early retirement at the end of the leave. However, the college is not required to grant the leave [**5-4.15**].
- Being on leave or assignment when you're placed on availability does not exempt you from the job security mechanism [**5-4.01**]. However, if you have been on disability leave for more than 104 weeks, you're not required to relocate or reassign, nor are you required to indicate your choices of positions and annual teaching loads [**5-4.07 D**].
- If you're retraining for a reserved or deferred and reserved position, you are exempt from the relocation mechanism [**5-4.21 H**].
- Retraining for a reserved position is also available by substitution to tenured professors who are not placed on availability [**5-4.21 A**].
- Employability and termination of employment measures are also available by substitution to tenured professors who are not placed on availability [**5-4.24**].

5.0 HIRING PRIORITIES





REMINDER

When there is more than one *voluntary* MED with the same priority, the position goes to the one **with the most seniority** on the last day of the contract year preceding that of the position to be filled. Seniority being equal, the professor with the most experience (teaching, professional and other) has priority. Finally, if experience is equal, the professor with the most years of schooling has priority.

When there is more than one MED with the same priority whose relocation or reassignment *within the zone* is mandatory, the professor **with the least seniority** on the last day of the contract year preceding that of the position to be filled must accept the position or annual substitute teaching load assigned to them by the placement office.

In the case of *mandatory relocation to a college in the sector - or another zone in the title discipline of a closed program* – the position goes to the person who has been **placed on availability longest**. If the number of years is the same, it goes to the person with the least seniority on the last day of the contract year preceding that of the position to be filled, then to the one with the least experience and, finally, to the one with the fewest years of schooling.

5.1 Priority for a position [5-4.17 a)]

(FNEEQ (CSN) AND FEC (CSQ) AGREEMENTS)

The priorities in **bold** apply to professors placed on availability:

-
1. **a professor placed on availability at the college in their discipline, or exercising their right to return in their discipline**
 2. **a professor placed on availability at the college from another discipline, or exercising their right to return in another discipline**
or
a tenured professor at the college from another discipline in which there is a placement on availability
 3. **a professor placed on availability at the college who is retraining for a reserved position**
 4. **a professor placed on availability at another college in the same zone who requests voluntary relocation in their discipline**
or
a non-tenured professor at the college who has at least ten (10) years of seniority on the last day of the contract year preceding that of the position to be filled, for the three (3) years following the end of their last contract in the discipline of the position
 5. **a professor placed on availability at another college in another zone who requests voluntary relocation in their discipline**
 6. **a professor placed on availability at another college in the same zone who is required to relocate to a position in their discipline**
or
a professor placed on availability at another college in another zone, from the title discipline of a closed program, who is required to relocate to a position in their discipline
or
a professor placed on availability at another college in the sector who is required to relocate to a position in their discipline
or
a non-tenured professor at the college who has at least seven (7) years of seniority on the last day of the contract year preceding that of the position to be filled, for the three (3) years following the end of their last contract in the discipline
-

-
7. a non-tenured professor at the college who has fewer than seven (7) years of seniority on the last day of the contract year preceding that of the position to be filled, for three (3) years following the end of their last contract in the discipline
 8. a non-tenured full-time professor at the college from another discipline
 9. a non-tenured full-time professor at another college, for as long as their name remains on the placement office's lists, in their discipline
 10. **a professor placed on availability at another college in the same zone who requests voluntary relocation to a position in another discipline**
 11. **a professor placed on availability at another college in the same zone who is retraining for a reserved position at another college [5-4.22] and who requests voluntary relocation**
 12. **a professor placed on availability at another college in another zone who requests voluntary relocation to a position in another discipline**
 13. **a professor placed on availability at another college in another zone who is retraining for a reserved position at another college [5-4.22] and who requests voluntary relocation**
 14. a non-tenured full-time professor at another college, for as long as their name remains on the placement office's lists, in another discipline
 15. a professional or support staff member placed on availability at the college
 16. a tenured professor at the college for a position in another discipline
 17. an administrator who has previously been a tenured professor, for the three years following the year of their appointment
 18. an employee in another category of college staff on provisional assignment
 19. a secondary school teacher placed on availability
-

5.2 Priority for another teaching load in the Regular sector [5-4.17 b)]

The priorities **in bold** apply to professors placed on availability:

1. **a professor placed on availability at the college in their discipline**
2. **a professor placed on availability at another college in the same zone for a full-time annual substitute teaching load in their discipline**
or
a non-tenured professor at the college who has at least seven (7) years of seniority on the last day of the contract year preceding that of the teaching load to be filled, for the three (3) years following the end of their last contract in the discipline
3. a non-tenured professor at the college who has at least three (3) years of seniority on the last day of the contract year preceding preceding that of the teaching load to be filled, for the three (3) years following the end of their last contract in the discipline
or
a professor placed on availability at the college from another discipline
4. a tenured professor at the college from a discipline in which there is a placement on availability
5. a non-tenured full-time or part-time professor at the college who has fewer than three (3) years of seniority on the last day of the contract year preceding that of the teaching load to be filled, as long as three (3) years have not elapsed since the end of their last contract in the discipline
6. an employee in another category of employment at the college on provisional assignment
7. a non-tenured full-time professor at the college from another discipline, for the teaching year following the end of their contract

5.3 Priority for a teaching load in Continuing Education [5-4.17 d)]

The priorities **in bold** apply to professors placed on availability:

-
1. **a professor placed on availability at the college in their discipline**
 2. a non-tenured professor at the college in their discipline, for the three (3) years following the end of their last contract
-

5.4 Priority for summer courses [5-4.17 e)]

The priorities **in bold** apply to professors placed on availability:

-
1. **a professor placed on availability at the college in their discipline**
 2. a non-tenured professor at the college with job priority in the Regular sector, in their discipline
-

***Some collegial study centres have specific rules regarding hiring priorities.**

5.5 Offer of activities in the recognition of prior learning and competencies [5-4.17 f)]

The priorities **in bold** apply to professors placed on availability. The college offers activities pertaining to the recognition of prior learning and competencies in the following order:

-
1. **a professor placed on availability at the college in their discipline**
 2. a non-tenured professor at the college who has not reached a full-time teaching load and has indicated interest in accordance with clause 8-9.02, in their discipline
-

6.0

A FEW IMPORTANT DATES





MARCH 31	Deadline for the MES to send out the administrative rules for employability and termination measures for the following contract year
MAY 1*	Deadline for indicating you wish to exercise your right to return to your college
MAY 15	Deadline for colleges to submit retraining requests to the parity placement committee
MAY 31	Deadline for colleges to send notices of placement on availability
JUNE 1	Deadline for colleges to send program closure notices
JUNE 10**	Deadline for the placement office to send the first lists of placements on availability, positions and annual teaching loads in the network
JUNE 15	Deadline for the parity placement committee to respond to retraining requests
AUGUST 10**	Deadline for the placement office to send the second list of positions and annual teaching loads in the network
SEPTEMBRE 30	Deadline for opening a position at a college
OCTOBER 7**	Deadline for the placement office to send the third list of positions in the network

* You have the right to return for the first two years of your placement on availability [5-4.07 A)].

** Professors placed on availability have seven days after receiving the placement office lists to return the completed form. It's important to meet this deadline.

APPENDICES



Request to remain placed on availability**DEADLINE:**

seven days after obtaining or reaching a full-time teaching load

Location and date

Human Resources Department

Ref.: Employee number or SIN

Subject: Request to remain placed on availability

Dear Sir or Madam:

In accordance with clause 5-4.06 B) of the collective agreement for CEGEP professors, I request that my placement on availability be maintained. Accordingly, I would like my name to remain on the placement office list.

Sincerely,

Name

Address

c. c. Professors' Union

Retraining request

DEADLINE:

Check with your union

WHO CAN MAKE THE REQUEST:

Professors placed on availability OR tenured professors in a discipline in which there is a placement on availability

Location and date

Human Resources Department

Ref.: Employee number or SIN

Subject: Retraining request

Dear Sir/Madam:

In accordance with clause 5-4.21 of the collective agreement for CEGEP professors, I request retraining for a reserved position for a period of (one to eight semesters) in (indicate name and number of discipline that has an opening at your college¹⁶).

My objectives for the overall project are:

.....

My objectives for each year of my retraining are:

.....

Sincerely,

Name

Address

c. c. Professors' Union

¹⁶ In the case of a request related to the closure of the only such program in the college's zone, the position must be available no later than the end of the retraining period if a professor in the discipline concerned has given written notice of their resignation with a view to their retirement [5-4.21 E].

Waiver of salary protection

DEADLINE:

Seven days after receiving the relocation notice from the placement office [5-4.07 H)]

WHO CAN MAKE THE REQUEST:

Professors who have been placed on availability due to the closure of the only such program in the zone, provided they teach in the title discipline of that program

Location and date

Human Resources Department

- and -

Placement Office

Direction adjointe des relations du travail

Ministère de l'Enseignement supérieur

1035, rue de la Chevrotière, 12th floor

Québec City, Quebec G1R 5A5

BureauDePlacement@mes.gouv.qc.ca

Ref.: Employee number or SIN

Subject: Waiving my salary protection

Dear Sir/Madam:

In accordance with clause 5-4.07 H) of the collective agreement for CEGEP professors, I hereby inform you that I waive my salary protection in accordance with the terms and conditions set out in this clause until I accept an available position offered by the placement office.

Sincerely,

Name

Address

c. c. Professors' Union

Exercising the right to return

DEADLINE:

You must notify the placement office in writing of your wish to exercise your right to return. It's important to do this as soon as you are relocated, so that the office can take it into account when offering future positions. You must also do so again by May 1 of the year of your relocation and the following year, so that your name remains on the placement office's lists [5-4.07 A)].

WHO CAN MAKE THE REQUEST:

Relocated professors, except those who have had to relocate outside their zone in the title discipline of a closed program

Location and date

Placement Office

Direction adjointe des relations du travail
Ministère de l'Enseignement supérieur
1035, rue de la Chevrotière, 12th floor
Québec City, Quebec G1R 5A5
BureauDePlacement@mes.gouv.qc.ca

Ref.: Employee number or SIN

Subject: Exercising my right to return

Dear Sir/Madam:

In accordance with clause 5-4.07 A) of the collective agreement for CEGEP professors, I hereby inform you that I wish to exercise my right to return to my college of origin (name of college), for a position in (name of your discipline or another discipline¹⁷)

Sincerely,

Name

Address

c. c. Professors' Union
Human resources department **of both colleges**

¹⁷ If you change disciplines, you must apply when the position is posted.



This guide is intended for CEGEP professors whose union is affiliated with the FNEEQ (CSN).

FNEEQ (CSN)

1601, avenue De Lorimier, Montréal (Québec) H2K 4M5

Phone : 514 598-2241 • Fax : 514 598-2190

fneeq.reception@csn.qc.ca • fneeq.qc.ca

 FneeqCSN

fneeq 
Fédération nationale
des enseignantes et
des enseignants
du Québec