

# FAQ – Hiring of professors

## 1. I am in the process of finalizing my PhD, am I still eligible to submit an application?

Yes, if you expect to obtain your PhD within the coming months, your application should be considered.

## 2. I would like to submit an application in English. Is this acceptable?

Yes, ÉTS accepts applications in English.

## 3. Which documents are required for my application to be considered complete (format, number of pages, research plan)

It is recommended that you consult the job posting for which you wish to submit an application.

In general, applications should include the information indicated below in a **single PDF document, in the following order**:

- An automated (dynamic) Table of Contents;
- A cover letter;
- Your curriculum vitae;
- A statement of your teaching objectives;
- Your research plan, including an indication of how your work complements the areas of research targeted by a department or research group at ÉTS;
- A sample of your research achievements (e.g.: recent scientific articles).

## 4. Is it possible to submit an application for multiple positions at the same time?

Yes. However, it is important that you submit your application for each position via our Careers website while creating your profile. You should also be sure to update any previously uploaded documents (e.g.: CV, cover letter, etc.).

## 5. Can I submit an application if there are no open positions?

No, unless you wish to submit an application for an Instructor position, in which case, there is always a bank of applications available.

**6. Can I submit an application through an e-mail address (e.g.: [bap-applications@etsmtl.ca](mailto:bap-applications@etsmtl.ca))?**

No, please submit your application via our Careers site. Applications submitted to e-mail addresses will not be accepted.

**7. The job posting expired a month ago, and I have not received a response?**

The hiring process for professors can take several months. Every person who submits an application will receive a response by e-mail, whether their application is retained or not, but response times may vary.

**8. Will my application be refused if it is not complete?**

Yes, ÉTS will not consider any incomplete application.

**9. Can I submit an application if I am not a Canadian resident or citizen?**

Yes, you can submit an application. International applications that are retained will receive support in obtaining a valid work permit.

**10. Can I submit an application if I don't speak French or if I speak French at a beginner level?**

Yes, unless the requirements for the position indicate otherwise in the job posting, you can submit an application. If you are hired, francization courses will be made available to you to improve your French before you begin teaching.

**11. I would like to attach letters of reference to my application. Is this possible?**

Yes, you can upload any documents you consider to be relevant.

**12. If I have any other questions, is there an e-mail address that I can contact?**

You can contact the Faculty Recruitment team at the following address:  
[bap-applications@etsmtl.ca](mailto:bap-applications@etsmtl.ca).