

STATEMENT OF POLICY
Appointment of Teaching Assistants
Covered by the CUPE Local 3902 Unit 1 Collective Agreement

Department: Molecular Genetics

Date: November 21, 2016

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

Bulletin Board, Website (<http://www.moleculargenetics.utoronto.ca/graduate-1/#teaching-assistantships>), Unit 1 Centralized Electronic Job Posting site (<http://unit1.hrandequity.utoronto.ca/>) and sent by email to our listserve

2. When are the notices posted?

June 30 for Fall positions & October 31 for Winter positions

3. Are other means of notifying potential applicants used?

Online posting system

4. Are vacancies posted in other departments? If so, which departments?

No

B. Application Procedures

1. Where are the application forms located, if they are used?

Our website here: <http://www.moleculargenetics.utoronto.ca/graduate-1/#committee-meetings>.

2. What is the procedure to be followed by the applicant in order to be considered?

Applicants must submit the complete application form and a CV and additional documents as requested by the specific course instructor (e.g. writing sample or transcripts) by the deadline. Specific application requirements are outlined on each TA posting.

C. Selection

1. By whom is the decision to employ teaching assistants made?

Course instructor/coordinator. Approved by the Chair.

2. Article 16:03 of the Collective Agreement outlines the hiring criteria used when filling positions. How does your department put these criteria into practice?

Course instructors/coordinators look for applicants with a strong academic background in the area at any stage of their graduate studies. All hiring criteria in Article 16:03 are given consideration.

3. When are applicants advised of the outcome of their applications?

Beginning of August/ beginning of December

D. Graduate Student Funding Policy - applies to students in the "funded cohort" only

1. In your department, how do TA appointments fit within the University's Graduate Student Funding Policy?

Our students receive a guaranteed stipend for the duration of their studies. TA earnings are above this stipend and not part of their funding package.

2. In your department, how many hours of bargaining unit work count towards the funding guarantee in each year of study? Does the number of hours vary with the year in program?

None. TA earnings are not part of the guaranteed funding package.

II. RE-APPOINTMENTS

A. Does the department provide appointments beyond the number guaranteed in the collective agreement?

No, however students remain eligible to apply for additional positions through the normal posting and hiring process.

B. Subsequent appointments are guaranteed to certain employees under the collective Agreement; how are subsequent appointments assigned?

A request to confirm the intent to take up subsequent appointment is sent out in April each year, at which time we solicit and consider preferences when assigning appointments. Whenever possible, subsequent appointments are assigned to the same course where the appointment was previously held. All our courses are offered in the St. George campus

C. Are there any other conditions governing re-appointments?

No

Signature

Iliana Sztainbok

November 21, 2016

Graduate Program Administrator