

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

Department: Women and Gender Studies Institute  
Date: November 3, 2016

**I. APPOINTMENTS**

*A. Posting of Vacancies*

*1. Where are the notices located?*

Notices are emailed or faxed to the union to be posted. They are also posted on the WGSJ bulletin board, sent to the WGSJ Friends listserv, posted on the WGSJ website, and the centralized electronic job board.

*2. When are the notices posted?*

Notices are normally posted in the summer for fall and winter positions. Notices are normally posted in the winter for summer positions. Postings are timed in accordance with the collective agreement.

*3. Are other means of notifying potential applicants used?*

Potential applicants are also aware of the opportunity to apply for TAships through their MA and PhD funding package information.

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

Departments that receive our notices via the listserv include our collaborating units (Applied Psychology & Human Development at OISE/UT; Anthropology; Cinema Studies; Classics; Comparative Literature; Criminology; Curriculum, Teaching and Learning at OISE/UT; Drama; English; Exercise Sciences; French; Geography; German; Health Policy, Management and Evaluation; History; Information Studies; Law; Medieval Studies; Near and Middle Eastern Civilizations; Nursing; Philosophy; Political Science; Public Health Sciences; Religion; Social Work; Sociology; Humanities, Social Sciences & Social Justice at OISE/UT; Spanish; Leadership, Higher and Adult Education at OISE/UT).

### *B. Application Procedures*

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

TA applications are located on the WGSi website.

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

Applicants must submit a covering letter, a resume, names of two referees who may be contacted for letters of reference and teaching evaluations (if applicable) by the posted deadline to the WGSi office. We also usually request teaching syllabi for Course Instructor postings.

### *C. Selection*

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

The decision to employ is normally made by a hiring committee which includes the Director of WGSi, the Undergraduate Coordinator and faculty with appropriate areas of expertise.

#### *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?*

Hiring criteria is consistent with the provisions of the collective agreement. We rely on the need to attract and support excellent students to pursue graduate studies in WGSi. Preference is given to students enrolled in the MA and PhD program at WGSi.

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

Applicants are notified as soon as the offer is confirmed for the successful candidate.

### *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?*

WGSi MA and PhD students receive guaranteed funding, according to the University of Toronto policies. Part of this funding is generally provided through TAships.

#### *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?*

Up to 200 hours/year in 15/16; 190 hours/year in 16/17; 180 hours/year in 17/18 count towards the funding.

## **II. RE-APPOINTMENTS**

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

Applicants would be considered in accordance with the hiring criteria.

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

TAs generally return to the same position but can be assigned to different positions as needed with at least equivalent hours.

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

The hiring criteria in the collective agreement, including previous satisfactory job performance.

Signature:

A handwritten signature in black ink that reads "R. Walcott". The letters are cursive and somewhat stylized.

Date	November 3, 2016
Name	Professor Rinaldo Walcott
Title	Director