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

Department: Women and Gender Studies Institute
Date: October 2020

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

Notices are emailed to the union after being posted on the Human Resources & Equity | CUPE Local 3902 Unit 1 Job Postings website. They are also posted on the WGSI bulletin board on campus, sent to the “WGSI Friends” listserv, and posted on the WGSI website.

2. When are the notices posted?

Notices are normally posted in the summer (June/July) for fall and winter positions and in the winter (March/April) 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 WGSI 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: Anthropology; Applied Psychology & Human Development; Cinema Studies; Classics; Comparative Literature; Criminology; Curriculum, Teaching and Learning; Drama; East Asian Studies; English; French; Geography; German; Institute of Health Policy, Management and Evaluation; History; Faculty of Information; Kinesiology; Law; Leadership, Higher & Adult Education; Medieval Studies; Near and Middle Eastern Civilizations; Philosophy; Political Science; Public Health Sciences; Religion; Social Work; Sociology; Social Justice Education; Spanish.
B. Application Procedures

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

TA applications and Course Instructorships are located on the WGSI website: https://wgsi.utoronto.ca/about/job-postings/

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

Along with the appropriate application form, TA applicants must submit to the WGSI office by the posted deadline a covering letter, a CV, and the names of two referees who may be contacted for letters of reference. CI applicants submit all of the materials just listed as well as evidence of teaching similar courses (if applicable) and a sample course outline.

C. Selection

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

The decision to employ is normally made by the Undergraduate Coordinator in consultation with the Director and Graduate Coordinator of WGSI and, where appropriate, in consultation with faculty with relevant 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 are consistent with the provisions of the collective agreement. We prioritize 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 programs at WGSI. Where all candidates have the minimum threshold qualifications required for the position, we assess the factors laid out in Article 16:03 of the Collective Agreement, including: academic qualifications, suitability for the position, the need to acquire teaching experience, and, where appropriate, previous teaching experience and/or the extent to which candidates meet the preferred qualifications set out in the job posting.

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

Applicants are notified via email 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 and Faculty of Arts and Science 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?

For domestic students who do not hold a major external award, and international students whose scholarships do not completely cover their basic funding commitment, $8,200 of the student’s TA income will be counted toward the base funding package. Students with scholarships/awards above $10,000 do not have to TA as part of their funding guarantee.

The number of TA hours of work that count towards the funding varies with the rates of pay for any given year, e.g., 177 hours/year as of September 1, 2018; 174 hours/year as of September 1, 2019; 171 hours/year as of September 1, 2020.

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 are contacted in April (via email) and asked to confirm their intention of taking up a subsequent appointment at WGSI. The Undergraduate Coordinator also asks for information about the TA’s preferences before finalizing the distribution of positions. 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:

[Signature]

Professor and Director, WGSI

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