

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

Department: Study of Religion

Date: September 24, 2018

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

A link to jobs is posted on the DSR jobs website. Notices are sent by email to students. Positions are also posted on the department's bulletin board and on the centralized electronic job posting board.

2. When are the notices posted?

Main Postings for Course Instructorships are advertised in the spring and thereafter in the event that additional positions open up. TA positions are advertised in the summer only after all subsequent appointment obligations have been met.

3. Are other means of notifying potential applicants used?

No.

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?

Applicants use an online process that is open to all registered U of T students with a valid Utorid.

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

For course instructorships, applicants submit a CV along with a proposed syllabus and a cover letter. For TAs, applicants submit a CV and, at their discretion, a note with any additional information explaining why they should be considered for the position.

C. Selection

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

Associate Chair, Undergraduate, but often in consultation with the course instructor.

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?

The DSR follows the hiring criteria outlined in the Collective Agreement, but prioritizes them variously depending on circumstances, e.g., providing students with teaching experience; the financial needs of doctoral candidates outside the funded cohort; particular expertise required by the course instructor; or a demonstrated excellence in teaching.

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

Applicants are normally notified within two days after a posting has closed. A successful applicant is given two business days to either to accept or to decline the offer. If the offer is declined, the next applicant on the shortlist is then offered the position and given the same period to notify the department of the decision. Every effort is made to have contract letters available to sign within two weeks of acceptance.

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?

Up to 177 TA Hours are now part of the funding package for doctoral students.

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?

Approximately 140 hours in Years 1 and 2, and approximately 177 in Years 3-5.

II. RE-APPOINTMENTS

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

Yes, appointments beyond those guaranteed in the collective agreement are made available as enrolment and staffing needs dictate.

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

Subsequent Appointment holders are contacted through the web system and are requested to take up their numbered subsequent appointment and to fill out their preferences. In assigning Subsequent Appointment holders to courses, preferences are taken into account along with hour entitlements, areas of expertise, teaching abilities, professionalization opportunities, instructors' preferences, and curricular needs.

C Are there any other conditions governing re-appointments?

No.

Signature



Date: September 24, 2018

Title: Professor and Associate Chair