UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

TASHIP SYSTEM

TIP SHEET FOR TEACHING ASSISTANTS

① View Job Postings

② Log onto System

③ Submit Profile and Preferences

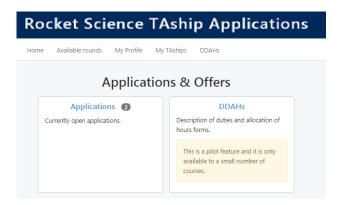**④** Review Preliminary Offer(s)

STEP 1: VIEW JOB POSTNGS

Departments within the Faculty of Arts & Science are moving the TAShip process online. TAs will now be able to submit their profile and course preferences and receive a preliminary offer all through the TAShip system.   All you need is a web browser and your department's TAShip URL to use the system.

Your Department's TAShip Job postings will be available online. TA position information will be displayed, including the submission deadline date and a link to your department's TAShip system.

Rocket Science TAship Applications

Fall Winter 2017-2018 — Main Round

Posted on: 2018-02-07

Applications due: 2018-04-25

Submit applications on-line to: *https://taships.iit.artsci.utoronto.ca/<dept>*

Course	Campus	Enrollment (est.)	No. positions (est.)	No. hours (est.)	Dates	Times	Tutorials	Duties	Qualifications
ROC139H1F - Multi-layered Disintermediate System Engine	STG	100	1	150	Sept 7th to December 10th	Day Session	None	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer dictum pharetra velit eu rutrum. Donec aliquet gravida velit, vitae ultrices arcu maximus	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer dictum pharetra velit eu rutrum. Donec aliquet gravida velit, vitae ultrices arcu maximus
ROC151Y1Y - Multi-lateral Stable	STG	200	1	200	Sept 7th to May	Day Session	Yes	Aliquam erat volutpat. Morbi vel lobortis nisl. Sed finibus ullamcorper	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer

STEP 2: LOG ONTO SYSTEM

After logging onto the TAShip system with your UTOR or JOIN ID and password, you will see the following options: Available Rounds, My Profile, My TAShips and DDAHs

Rocket Science TAship Applications

Home   Available rounds   My Profile   My TAships   DDAHs

Applications & Offers

Applications ②

Currently open applications.

DDAHs

Description of duties and allocation of hours forms.

This is a pilot feature and it is only available to a small number of courses.
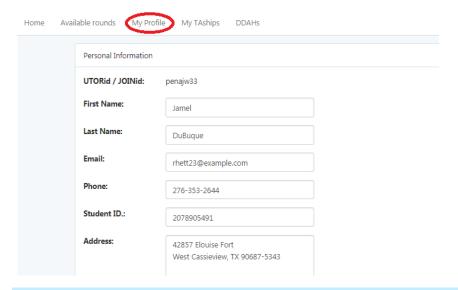
AVAILABLE ROUNDS | APPLICATIONS

To view all Active Rounds for the Department click on the Applications link.   To apply to any of the rounds or to view your application status, click on the applicable round name.   PLEASE NOTE: If the deadline to submit has not yet past, you will be taken to the application form directly.

Applications & Responses to Offers

- Fall Winter 2018 - 2019 - Main Round - Fall Winter 2018-2019
- Fall Winter 2018 - 2019 - Emergency Round - Fall 2018
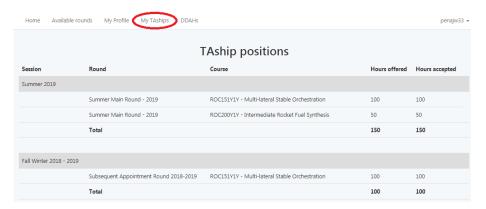
MY PROFILE

You can update MY PROFILE in the system at any time in the year. Any information that you save in MY PROFILE will be automatically populated in your application form.

Home Available rounds **My Profile** My TAships DDAHs	

Personal Information

UTORid / JOINid:	penajw33
First Name:	Jamel
Last Name:	DuBuque
Email:	rhett23@example.com
Phone:	276-353-2644
Student ID.:	2078905491
Address:	42857 Elouise Fort West Cassieview, TX 90687-5343

MY TASHIPS

Within MY TASHIPS you will be able to view your TAship history for that department.

PLEASE NOTE: Any TA history that occurred before the department starting using the system will not be displayed.

Home   Available rounds   My Profile   **My TAships**   DDAHs   penajw33 ▾

TAship positions

Session	Round	Course	Hours offered	Hours accepted
Summer 2019				
	Summer Main Round - 2019	ROC151Y1Y - Multi-lateral Stable Orchestration	100	100
	Summer Main Round - 2019	ROC200Y1Y - Intermediate Rocket Fuel Synthesis	50	50
	Total		**150**	**150**
Fall Winter 2018 - 2019				
	Subsequent Appointment Round 2018-2019	ROC151Y1Y - Multi-lateral Stable Orchestration	100	100
	Total		**100**	**100**

DDAHS

The DDAH form is also moving online and will be available for you to view and acknowledge. Please see the Online DDAH Tip Sheet for more information.

STEP 3: SUBMIT PROFILE AND COURSE PREFERENCES

After clicking on the Applications link and selecting the applicable round, you will be prompted to:

- Complete the application form by adding/editing your personal and program information
- Answer questions regarding your experience or upload your CV
- Indicate your course preferences for the round

Course preferences

☑ I acknowledge that the selections below are preferences. Applicants who have indicated their preferences for the courses they are qualified to teach will be given first consideration for the TA positions offered in this round.

STG
☐ ROC139H1F
☑ ROC172H1S
☑ ROC200Y1Y
☐ ROC201Y1Y

PLEASE NOTE: If you are a student with a Subsequent Appointment, you will be asked on the application form whether you are accepting or deferring your Subsequent Appointment.

Confirmation of intent to take up Subsequent Appointment

Please indicate your intention to take up your subsequent appointment for the Fall-Winter 2018-2019 session. If you do not respond by 2018-03-16 your subsequent appointment may be forfeited.

If you choose not to take up the assignment you are given for Fall-Winter 2018-2019, you will have one fewer appointments remaining.

This is your appointment #6, for 190 hours.

○ **Yes**, I intend to take up my Subsequent Appointment in the Fall-Winter 2018-2019 session.

○ **No**, I do not intend to take up my Subsequent Appointment in the Fall-Winter 2018-2019 session.

○ **I will be on leave** in the Fall-Winter 2018-2019 session.

○ **I am requesting a deferral** of my Subsequent Appointment in the Fall-Winter 2018-2019 session. (Deferrals can only be for the full year. Please provide details about fieldwork conflicts below.)

After you have completed the application form click on the Save button to submit your application. Even after you submit your application you can still make changes up until the Application due date that was listed on the Job Postings website.

Once the Application due date is expired you can no longer apply or make changes to your application. You will see a message indicating when you can return to the system to view your offer status.

Rocket Science TAship Applications

Home   Available rounds   My Profile   My TAships   DDAHs   penajw33 ▾

Main Round - Fall Winter 2018-2019

We are currently evaluating the applications. Please come back after 2018-04-06 to view the TAship offers. You will then be able to accept or decline any TAship offers made to you.

STEP 4: REVIEW PRELIMINARY OFFER(S)

Your Department will send you an email requesting that you log back into the TAship system to review the status of your application and any potential offers.

After clicking on the Applications link and selecting the applicable round, you will see your offer(s).

The Course (Campus), Number of Hours, Accepted status and the offers deadline is displayed.

By Default the Accepted status is Undecided. You can make your decision by clicking on either the Yes or No radio button.   Any comments you enter will be viewable by your department staff.

When you have made your decision click on the Save button.

Even after you submit your decision you can still change your mind up until the acceptance deadline that was posted on the Offers page.

Once the acceptance deadline is expired you can no longer submit or make changes to your decision.

PLEASE NOTE: This is a preliminary offer; once you make your decision your Department will send you the official Offer Letter. This will occur outside of the TAship System.