

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

Department: Historical Studies, UTM

Date: November 8, 2016

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

Classical Civilization:	<ul style="list-style-type: none">- UTM departmental website- Email through the UTSG graduate department- WordPress
History:	<ul style="list-style-type: none">- Notices are posted electronically on the centralized electronic job posting board: https://taships.chass.utoronto.ca/his/postings/
History of Religions:	<ul style="list-style-type: none">- Notices are posted electronically on the centralized electronic job posting board: https://taships.chass.utoronto.ca/rlq/postings/
Women and Gender Studies:	<ul style="list-style-type: none">- UTM departmental website- Email through the UTSG graduate department- WordPress

All postings are also made available on the centralized electronic job posting board at: <http://unit1.hrandequity.utoronto.ca/> and relevant bulletin boards in the appropriated departments.

2. When are the notices posted?

Mid-February for Summer positions and beginning of June for Fall/Winter positions.

Any unexpected vacancies are posted on an emergency basis for a minimum of 48hrs.

3. Are other means of notifying potential applicants used?

No other means are used other than those listed above.

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

As above.

B. Application Procedures

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

Classical Civilization:	- Applicants are required to submit a current CV, to our department, for consideration.
History:	- Applicants complete an online form through a secure website: https://taships.chass.utoronto.ca/his/login.php
History of Religions:	- Applicants complete an online form through a secure website: https://taships.chass.utoronto.ca/rlg/login.php
Women and Gender Studies:	- Applicants are required to submit a current CV, to our department, for consideration.

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

Applicants for History and History of Religions must have a valid UTORid or JOINid in order to apply through the on-line system. They must complete the online application by the closing date. Applicants are responsible for including their academic CV and prior teaching experience, which are required to demonstrate their suitability for posted courses.

Applicants from Classics and Women and Gender studies are required to follow the procedure listed above.

C. Selection

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

Decisions for Classics, History and History of Religions are made by the graduate departments in consultation with the Associate Chair, Academic Counsellor and/or discipline representative for the program. Preferences of instructors and TAs are also taken into account in making assessments under the hiring criteria.

Decisions for Women and Gender Studies are by the Associate Chair, Academic Counsellor and/or Professor.

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 Department pays attention to all the hiring criteria but the weight of each criteria may vary considerably between postings. Academic qualifications, previous experience, and teaching ability are normally the most important criteria, but are not the sole contributing factors when making a hiring decision.

Our department, in consultation with the graduate department, may also consider financial need.

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

All applicants will be advised in writing at the earliest possible date and in accordance with the dates set out in the Collective Agreement.

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?

N/A

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?

N/A

II. RE-APPOINTMENTS

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

Graduate students, who are beyond the number of guaranteed appointments, may apply for posted vacancies at UTM.

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

All employees who have indicated the intention to take up their subsequent appointment, in a given year, are assigned to a TA appointment before remaining vacancies are posted. Preferences will be considered when making subsequent assignments.

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

No.