CONTINUOUSLY-POSTED NOTICE
Hiring Sessional Instructional Assistants
Covered by the CUPE Local 3902 Unit 3 Collective Agreement

A. Posting of Vacancies
1. Notices are posted in August, December and April for the regular school year. Unexpected vacancies may arise throughout the year.
2. Notices are posted on the UTM MCS website, on the Departmental Notice Board and the union is notified,
3. Email goes to the pool of applicants where the applications are retained for twenty-four (24) months.

B. Application Procedures
1. Applications are collected by the faculty advisors of – Computer Science, Mathematics and Statistics. Please check their contact information at: http://www.utm.utoronto.ca/math-cs-stats/people/administrative-staff
2. Interested parties should apply following the instructions specified on the notice of vacancies and by the deadline set by the department.

C. Selection
1. The decision to employ Sessional Instructional Assistants is made by the Computer Science, Mathematics, and Statistics Faculty Advisors, subject to the approval of the UTM MCS Chair (or his designate).
2. When making an appointment, the following criteria are considered:
   - Qualifications are judged by means of the information supplied on the application system and by short interviews with the applicants conducted by individual faculty or the faculty advisors. Decisions are made based on ability, academic qualifications and background, competence, and demonstrable suitability for the position.
   - Preference is given to the past students who have graduated from our programs and have excelled in the class to which they are assigned, and to have performed well in related and/or other relevant courses. Preference is given to more applicants with previous TA or teaching experience.
   - We welcome applicants who graduated from programs of other departments (e.g., engineering, chemistry, and physics) as long as they have the required background and qualifications.
3. Applicants are advised of the outcome of their application within 10 days of the vacancies being filled and certainly before classes start.

This notice is posted pursuant to the CUPE 3902 Unit 3 collective agreement.