

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

Department: HISTORY

Date: May 2016

APPOINTMENTS

Posting of Vacancies

Where are the notices posted?

Notices are posted electronically on the centralized electronic job posting board and on the department's website: <http://history.utoronto.ca/about/employment-opportunities/cupe-positions>.

Are History vacancies posted in other departments? If so, which departments?

Yes. At the Department of Historical Studies, UTM, and the Department of Humanities, UTSC.

When are the notices posted?

Normally, by mid-February for Summer positions and beginning of June for Fall/Winter positions.

Are potential applicants notified by any other means?

A general e-mail is sent to Ph.D. students of the Department and non-History TAs entitled to appointments in our Department.

Application Procedures

Where are the application forms located?

Applicants complete an online form through a secure website:
<https://taships.iit.artsci.utoronto.ca/his>

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

Applicants must have a valid UTORid or JOINid in order to apply and 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.

Selection

Article 14:03 of the Collective Agreement outlines the hiring criteria used when filling positions. How does History put these criteria in 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. However, when hiring first-contract TAs, we are mindful of the University's need to support excellent students in pursuing graduate studies in History and also consider the need to acquire experience in combination with academic qualifications and financial need;; previous experience may also be a factor. Demonstrable suitability may include specialized skills, linguistic ability, and other factors that make a TA suitable for a particular course and instructor. Where the department has been made aware of financial need, we will also take that into account.

By whom is the decision to employ teaching assistants made (committee, chair, TA coordinator, professors?)

The decision to hire is made by a committee that includes representatives from the History undergraduate departments on all three campuses, as well as the Graduate office. Preferences of instructors and TAs are also taken into account in making assessments under the hiring criteria.

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.

Graduate Student Funding Policy – applies to students in the “funded cohort” only

How do History TA appointments fit within the University’s Graduate Student Funding policy?

All History PhD students in years 1 to 5 are eligible for guaranteed funding. A TA appointment is typically a portion of the funding guarantee in each year, though there are exceptions. History graduate students should check with the Graduate Office if they are unclear about their own status.

In History, 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 students in all years during which a graduate student is part of the funded cohort, a maximum of 200 hours of work count toward the funding guarantee in the 2015-16 academic year. Beginning in September 2016, the maximum hours will be 190, and in September 2017, 180 hours.

Re-appointments

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.

Subsequent appointments are guaranteed to certain employees under the Collective Agreement (see art. 14:04); 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. We endeavour to give due consideration to the stated preferences of the TAs as to subject area, campus, and, in the case of fifth or sixth appointment holders, desire to continue in the same course as the previous year. Where possible we also try to accommodate a stated preference for fall or winter term (e.g., to accommodate research travel). It is not always possible to accommodate everyone’s preferences and meet the needs of undergraduate courses.

Are there any other conditions governing re-appointments?

No.