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

Department: Electrical and Computer Engineering

Date: November 21, 2016

I. APPOINTMENTS

A. Posting of Vacancies
   1. Where are the notices located?
      
      On the University CUPE 3902 Unit 1 Job Posting web site; on the ECE TA web site; CUPE 3902 Unit 1 bulletin board and via e-mail

   2. When are the notices posted?
      
      June 1st and October 1st (to meet deadlines of Article 16:01 of the Collective Agreement).
      ECE does not offer summer courses; however we may post a few special summer TA positions on an emergency basis.

   3. Are other means of notifying potential applicants used?

      No

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

      Sometimes Computer Science

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

      We have an on-line application system. Application information and links to the system are posted on the ECE TA web page.

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

      Complete the on-line application and submit by the deadline. Course preferences must be listed and a resume/CV may be uploaded.

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

      Associate Chair, Undergraduate Studies; input from course instructors
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?

Although previous experience, academic qualifications, and demonstrable suitability for the positions are most often used, we consider all hiring criteria outlined in Article 16:03.

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

By the Collective agreement deadlines in Article 16:05, sooner if we can do so.

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?

TA assignments do not form part of the funding package in this Department.

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?

None – see above

II. RE-APPOINTMENTS

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

Yes, providing an application is submitted for a posted position and selected in consideration of the hiring criteria.

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

TA course preferences and work type are considered.

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

If the subsequently appointed TA wishes to be assigned to a course outside his/her normal area, demonstrated related experience may be needed. We would consider industry internship and/or specific research component experience in these cases.

Signature

[Signature]

Shahrokh Valaee,
Associate Chair, Undergraduate Studies
(Designated Authority)