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

Department: The Edward S. Rogers Sr. Dept. of Electrical and Computer Engineering
Date: May 25, 2018

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?
   
   - On the ECE TA web site - [http://www.ece.utoronto.ca/undergraduates/to/](http://www.ece.utoronto.ca/undergraduates/to/)
   - On the U of T CUPE 3902 Unit 1 Job Posting Board - [http://unit1.hrandequity.utoronto.ca/](http://unit1.hrandequity.utoronto.ca/)
   - On the Departmental CUPE 3902 Unit 1 Bulletin Board opposite SFB 600
   - By e-mail to Bargaining unit aliases

2. When are the notices posted?

   As per the collective agreement, before June 30th for Fall (September) courses and before October 31st for Winter (January) courses, and on/before March 15th for Summer term courses. Emergency notices are posted as they arise for a minimum of 2 working days (as per collective agreement)

3. Are other means of notifying potential applicants used?

   No

4. Are vacancies posted in other departments? Sometimes

   If so, which departments? In exceptional circumstances we may send postings to Computer Science

B. Application Procedures

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

   We use an on-line application system for all regular positions. But for special postings (emergency), an e-mailed electronic application/teaching resume may be used.

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

   Applicants must fully complete and submit the on-line application. We recommend attaching a detailed teaching resume outlining skills and qualifications pertinent to the jobs they are applying for. For emergency postings, a teaching resume specific to the position(s) applying for is required.

C. Selection

1. By whom is the decision to employ teaching assistants made?
Course Coordinators/Instructors make the initial TA selection and the Associate Chair, Undergraduate Studies ensures all hiring decisions comply with the collective agreement criteria in the final instance.

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?

As outlined in the agreement.

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

As per the new Collective Agreement, TAs and Cis will be notified by the following dates – on or before August 7\textsuperscript{th} for courses commencing in September; on or before December 7 for courses commencing in January and on or before April 22\textsuperscript{nd} for all courses offered in the summer.

**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 funding is not included.

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?

Not applicable.

**II. RE-APPOINTMENTS**

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

TAs are eligible to apply for and be hired for positions if they are beyond their guaranteed appointments, subject to conditions in the collective agreement.

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

Based on SGSII TA course preferences.

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

Course need for experienced teaching assistants.

Signature: Raviraj Adve, Professor

Date: May 25, 2018

Title: Associate Chair, Undergraduate Studies (Designated Authority)