

## 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/ta/>
- On the U of T CUPE 3902 Unit 1 Job Posting Board - <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 30<sup>th</sup> for Fall (September) courses and before October 31<sup>st</sup> for Winter (January) courses, and on/before March 15<sup>th</sup> 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<sup>th</sup> for courses commencing in September; on or before December 7 for courses commencing in January and on or before April 22<sup>nd</sup> 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)