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

Department: Electrical and Computer Engineering
Date: October 15, 2020

I. APPOINTMENTS

A. POSTING OF VACANCIES
   1. Where are the notices located?
      • On the University CUPE 3902 Unit 1 Job Posting website
        http://unit1.hrandeducation.utoronto.ca/
        o Link to this website is posted on the ECE TA webpage
        o Link to this website is posted on the CUPE 3902 Unit 1 bulletin board outside our office
        o Link to postings is sent out by email

   2. When are the notices posted?
      • Postings are noticed in June and October
      • Emergency notices go out throughout the year
      • Summer postings go out as soon as we determine a need for TAs, usually 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?
      • In exceptional circumstances, we may post to Computer Science

B. APPLICATION PROCEDURES
   1. Where are the application forms located, if they are used?
      • We have an online application system (the “TA Database” or TAD) for the postings that go out in June and October.
        o Application information and links to the system are posted on the ECE TA webpage and advertised
      • For emergency postings, applications are to be sent to ugta.ece@utoronto.ca
2. **What is the procedure to be followed by the applicant in order to be considered?**

   - For postings in June and October, applicants must complete the online application and submit a CV by the deadline. Course preferences must be listed.
   - For emergency postings, applicants are to email their CV and indicate which posting/course they are applying for.

C. **SELECTION**

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

   - Associate Chair, Undergraduate Studies and TA Coordinator with input from course coordinators

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?**

   - Often earlier than the Collective Agreement deadlines, as outlined in Article 16:05.

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?**

   - N/A as per the above.
II. RE-APPOINTMENTS

1. 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.

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

   • TA course preferences and work type are considered.

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

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

[October 16, 2020]
Raviraj Adve
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