

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.hrandequity.utoronto.ca/>
 - Link to this website is posted on the ECE TA webpage
 - Link to this website is posted on the CUPE 3902 Unit 1 bulletin board outside our office
 - 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.
 - 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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