

## STATEMENT OF POLICY

Appointment of Teaching Assistants  
Covered by the Collective Agreement with CUPE, Local 3902 Unit 1

Department: Immunology  
Date: May 10, 2017

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### 1. APPOINTMENTS

#### A. Posting of Vacancies

1. Where are the notices located?  
*Notices are posted outside the main office and on the Department web site. Please also check centralized electronic job posting board (<http://unit1.hrandequity.utoronto.ca/>) An e-mail notice is sent to all students to notify them of the posting.*
2. When are the notices posted?  
*Notices are normally posted on or before June 30 of each year.*
3. Are other means of notifying potential applicants used?  
*Web and e-mail are used as described above.*
4. Are vacancies posted in other departments? If so, which departments?  
*Vacancies posted on the Web and on the Departmental bulletin board available for all to view.*

#### B. Application Procedures

1. Where are the application forms located, if they are used?  
*Application forms are available at the main office and on the Department web site.*
2. What is the procedure to be followed by the applicant in order to be considered?  
*Student must apply for the courses they are interested in (ranked choice)*

#### C. Selection

1. By whom is the decision to employ teaching assistants made?  
*Course Coordinators and the Undergraduate Assistant select the TAs and are responsible for tracking subsequent appointments etc.*
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?  
*Applicants' owed subsequent appointments receive priority as per collective agreement. Following this, applicants are ranked based on teaching experience and relevant academic background. Preference is given to Immunology graduate students where possible.*
3. When are applicants advised of the outcome of their applications?  
*Applicants are advised of the outcome of their application in early August.*

#### D. GRADUATE STUDENT FUNDING POLICY

In your department, how do TA appointments fit within the University's Graduate Funding Policy?

1. *Teaching Assistants income is not included in the departments' equation of guaranteed funding.*
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.*

#### II. REAPPOINTMENTS

- A. Does the department provide appointments beyond the number guaranteed in the collective agreement?  
*There is no maximum number of years.*
- B. Subsequent appointments are guaranteed to certain employees under the Collective Agreement (see art. 16:06); how are subsequent appointments assigned?  
*We provide notice about their guaranteed subsequent appointment. They are asked to respond with their agreement and indicated preferences. Preferences will be given consideration when making final assignments.*
- C. Are there any other conditions governing reappointment?  
*Student must provide a satisfactory performance in their previous appointment or else they will be moved to another position.*

Signature: \_\_\_\_\_



Dr. Juan Carlos Zúñiga-Pflücker

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