

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

Department: Classics

Date: November 9, 2016

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

notices are posted on the department's bulletin board and website:
<http://classics.utoronto.ca/home/employment/>.

The centralized electronic job posting board: <http://unit1.hrandequity.utoronto.ca/>.

2. When are the notices posted?

once teaching assignments are known and the T.A. budget is finalized by the Faculty. This usually happens during May.

3. Are other means of notifying potential applicants used?

Notices are also sent out on the department's graduate listserv and reach all registered graduate students in Classics.

4. Are vacancies posted in other departments? If so, which departments?

UTM Historical Studies, UTSC Historical and Cultural Studies, and the Centre for Medieval Studies on STG.

B. Application Procedures

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

Applicants are advised to write to the Undergraduate Coordinator of the Department to apply for any TA positions. No specific form is used.

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

An applicant needs to announce her/his interest to the Undergraduate Coordinator. If the applicant is not enrolled in a Classics graduate program, it will be very helpful to have an up-to-date CV accompany the application.

C. Selection

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

The department's Executive (Chair, Graduate and Undergraduate Coordinators); along with Coordinators from UTM and UTSC.

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?

The executive committee is familiar with 16:03 and applies it sensitively, balancing the criteria as best it can. Involvement of both coordinators provides the committee with good input about suitability and academic qualifications

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

Applicants are advised of the outcome of their applications within two weeks of the deadline for application.

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?

T.A. assignments form part of the multi-year funding packages for all doctoral stream graduate students in Classics. First assignments are normally made in the first year of funding, and are typically between 90 and 120 hours. Also MA students in the funding cohort regularly hold T.A. appointments; their assignments are normally similar to what PhD students hold in year 1.

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?

The Classics department counts a maximum of 200 hours towards funding packages in 2015-2016. As outlined above, we usually assign fewer hours to beginning students (2016-17:190; 2017-18: 180) so as to allow them to focus more intensely on their studies.

II. RE-APPOINTMENTS

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

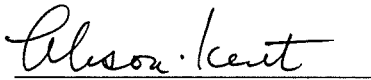
There is no official commitment to this. Nevertheless, it often happens that the department's teaching needs and our needs for T.A. work cannot be met without offering assignments beyond what is guaranteed in the collective agreement.

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

By normal application and selection. The Executive committee is made aware of obligatory subsequent appointments and expressed preferences of subsequent appointment holders.

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

No.



Signature

Title PROFESSOR #ACTING CHAIR

10 NOVEMBER 2016

Date