

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

Department: **Ecology & Evolutionary Biology, Faculty of Arts and Science**

Date: **October 20, 2020**

**I. APPOINTMENTS**

***A. Posting of Vacancies***

*1. Where are the notices located?*

**Notices are posted on the department's website and CUPE's centralized electronic job posting board.**

*2. When are the notices posted?*

**Postings for Fall/Winter positions are posted in June.**

**Postings for May-August positions are posted on or before March 15.**

*3. Are other means of notifying potential applicants used?*

**An email is sent to current EEB graduate students and postdoctoral fellows (via a listserv maintained by the EEB Graduate Office) announcing that the posting is available on the website and CUPE centralized electronic job posting board.**

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

**No**

***B. Application Procedures***

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

**Applications are available online through the EEB TAship Application website, <https://taships.iit.artsci.utoronto.ca/eeb/login>**

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

**Applications are completed and submitted online using the EEB TAship Application website**

### **C. Selection**

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

**The decision to employ teaching assistants is made by the Chair's Designates, the department's Associate Chair, Undergraduate Studies and Teaching Assistant Coordinator. There is no committee.**

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?*

**Preference in hiring is first given to EEB graduate students. Course instructors are then presented with a list of applicants for their course (applicants rank their course preferences on their application) and the instructor indicates their TA preferences based on the applicant's suitability for the position. General departmental hiring criteria include knowledge of the subject area and ability in teaching the course subject, academic qualifications, demonstrable suitability for the position, and financial need. In deciding between two relatively equal candidates, the candidate with the most suitability for a course (such as, past experience as a TA in the course or a similar course) is hired. Appointments are made in August for both the Fall and Winter sessions; unfilled positions for the Winter session are filled in late November or early December.**

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

**Applicants are advised in writing (via email) to log in to the EEB TAship Applications website to find out the outcome of their applications at a date no later than that which is stated 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?*

**EEB graduate students in the funded cohort TA for 140 hours as part of their funding package. Exceptions include: Graduate students who have a major scholarship are only required to TA for 70 hours; MSc students in the first term of their 2nd year TA for 70 hours. Some supervisors may cover some or all of the TA portion of the funding package, so the graduate student will not be required to TA that year or may opt for reduced TA hours.**

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?*

**140 hours per year for each year of study (or 70 hours for MSc students in the first term of their 2nd year). The number of hours does not vary with the year in the program.**

## **II. RE-APPOINTMENTS**

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

**Yes**

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

**The EEB Payroll Officer and EEB Graduate Office maintain a record of subsequent appointments and any expressed preferences of subsequent appointment holders. This information is shared with the individual who is making the hiring decision and is used when hiring decisions are being made.**

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

**No**



Professor Benjamin Gilbert  
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Designated Authority for CUPE 3902 Unit 1 for EEB (until June 30, 2021)

20 October 2020