

DEPARTMENTAL HIRING POLICY
Appointment of Teaching Assistants
Covered by the Collective Agreement with CUPE, Local 3902

DEPARTMENT: Linguistics
DATE: June 19, 2015

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?
[On the Department 's CUPE bulletin board, listserv, and website \(http://www.linguistics.utoronto.ca/forms/TA.html\).](http://www.linguistics.utoronto.ca/forms/TA.html)
2. When are the notices posted?
[Generally in the Winter term for Summer appointments and in the late summer for Fall/Winter appointments. Postings are timed in accordance with the Collective Agreement.](#)
3. Are other means of notifying potential applicants used?
[By E-mail to all graduate students enrolled into the Department's graduate studies program and to info@cupe3902.org.](#)
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?
[All applications are submitted through an online system at https://taships.chass.utoronto.ca/lin/](https://taships.chass.utoronto.ca/lin/)
2. What is the procedure to be followed by the applicant in order to be considered?
[The applicant needs to log in into the online system using a utolid, fill out the application form, and submit it within the deadline.](#)

C. Selection

1. By whom is the decision to employ teaching assistants made (committee, chair, T.A., co-ordinator, professors?)
[The Chair, Undergraduate Coordinator, representatives from Scarborough and UTM \(in cases of other campus appointments\).](#)
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?
[In accordance with the CUPE Collective Agreement, we attempt to hire the best candidate available for the position. In determining this, we review](#)

applications in relationship to qualifications required for the position as posted, applicants' academic qualifications, demonstrable suitability for the position, experience in the bargaining unit, need to acquire teaching experience, and enrolment in a graduate program of study in the Department of Linguistics.

3. When are applicants advised of the outcome of their applications?
As soon as the decision has been made and prior to the beginning of the term, in accordance with the Collective Agreement where practicable.

D. Graduate student funding policy - applies to students in the "funded cohort"

1. In your department, how do TA appointments fit within the University's Graduate Student Funding Policy?
Linguistics MA students and PhD students in years 1 to 4 are eligible for guaranteed funding. TA-ships typically provide a portion of this funding each year.
2. In your department, how many hours of bargaining unit work count towards the funding guarantee in each year of the study? Does the number of hours vary with the year in program?
No more than the number of hours specified in the Collective Agreement count towards the funding. The number does not vary substantially with the year.

II. RE-APPOINTMENTS

- A. Does the department provide appointments beyond the number guaranteed in the collective agreement?
Yes, if there is need for more TAs, appointments can be provided to students beyond the subsequent appointment period.
- B. Subsequent appointments are guaranteed to certain employees under the Collective Agreement (see art. 16:06, pp. 16-18); how are subsequent appointments assigned?
Following the article 16:06, subsequent appointment offers are made to all eligible PhD students. These can include courses at all 3 campuses. Students' preferences with respect to campuses and courses area are taken into consideration.
- C. Are there any other conditions governing re-appointments?
The hiring criteria in the Collective Agreement, including previous satisfactory job performance.

Date: _____

Signature: _____

Date: _____

Signature: _____