

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

Department: HISTORY

Date: July 6, 2009

APPOINTMENTS

Posting of Vacancies

Where are the notices posted?

On the Department's CUPE bulletin board (History Dept. reception area) and on our website, when possible.

Are History vacancies posted in other departments? If so, which departments?

Yes. At the Department of Historical Studies, UTM and Department of Humanities, UTSC, and the Centre for Medieval Studies.

When are the notices posted?

Generally, by mid-February for Summer positions and beginning of June for Fall/Winter positions.

Are potential applicants notified by any other means?

A general e-mail is sent to graduate students of the Department and non-History TAs entitled to appointments in our Department.

Application Procedures

Where are the application forms located?

Applicants complete an on-line form through a secure website which they can link to from the History website.

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

Completion of an application and submission of same by the published deadline. S/he must have a valid utor id in order to apply

Selection

Article 14:03 of the Collective Agreement outlines the hiring criteria used when filling positions. How does History put these criteria in practice?

In accordance with the CUPE contract, we will hire the applicant who is demonstrably most suitable for a position. In determining suitability we consider the applicant's entitlement according to the CUPE contract, qualifications as they relate to the position's hiring criteria, and area of study. We will also consider such factors as how the applicant might fit as a member of a course's teaching team, how the applicant's particular strengths fit with the needs of the course, and whether the course will contribute to the applicant's professional development. All else being equal, preference will given to History graduate students before students from other departments.

By whom is the decision to employ teaching assistants made (committee, chair, TA coordinator, professors?)

The decision to hire is made by a committee that includes representatives from the History undergraduate departments on all three campuses, as well as the Graduate office. Preferences of instructors and TAs is taken into account, along with CUPE entitlement and other pertinent factors (see above.)

When are applicants advised of the outcome of their applications?

Most applicants will hear by mid-August for Fall/Winter positions, mid-April for Summer positions, though some positions cannot be finalized until the start of term due to fluctuations in enrollments.

Graduate Student Funding Policy – applies to students in the “funded cohort” only

How do History TA appointments fit within the University’s Graduate Student Funding policy?

All History PhD students in years 1 to 5 are eligible for guaranteed funding. A TA appointment is typically a portion of the funding guarantee in each year, though there are exceptions. History graduate students should check with the Graduate Office if they are unclear about their own status.

In History, 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?

For students in all years during which a graduate student is part of the funded cohort, a maximum of 210 hours of work count toward the funding guarantee, but it could be less depending on other funding. Again, the Graduate Office can clarify in individual cases.

Re-appointments

Does the Department provide appointments beyond the number guaranteed in the collective agreement?

If there is a demand for TAs beyond their entitlement, yes.

Subsequent appointments are guaranteed to certain employees under the Collective Agreement (see art. 14:04); how are subsequent appointments assigned?

CUPE entitled candidates are always given priority. It is possible however that if the pool of entitled candidates only contained specialists in the early modern period a professor teaching a course on the Holocaust may request a TA who is outside of the pool. This is seen as an entirely reasonable request, and would be honoured. To this point, the History Department has always been able to find a position for an entitled candidate.

Are there any other conditions governing re-appointments?

No.