

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

Department: IHPST_____

Date: November 8, 2016_____

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

Notices are made by email, on the IHPST website under "Employment" for Unit 1 and on a bulletin board dedicated specifically to CUPE 3902 Unit 1.

2. When are the notices posted?

We post as per Article 16:01 and on the U of T electronic job posting board at <http://unit1.hrandequity.utoronto.ca/>

3. Are other means of notifying potential applicants used?

Yes in addition to the IHPST web site, bulletin board, e-mail announcements to all IHPST graduate students, we also send notification out to our general list serves.

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?

Yes on our website, and bulletin board

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

Applicants must submit by e-mail their applications, C.V., and covering letters to the TA Chair, and to the Academic Assistant.

C. Selection

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

Chair of the IHPST TA Committee in consultation with the three other members of said 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?

We follow our detailed hiring policy, which are in effect the guidelines as per the Collective Agreement.

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

Within 24-48 hours of the deadline for applications.

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?

They follow the graduate student funding policy.

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?

190 hours as of 2016-17, and 180 hours as of 2017-18. The number of hours does not vary in the year of the program.

II. RE-APPOINTMENTS

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

Yes, the IHPST does provide appointments beyond the number guaranteed in the collective agreement and these extra hours are not applied to the funding package if the appointee is in the funded cohort.

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

The IHPST sends out by April 30 the "Notice of Intent to take up a Subsequent appointment" letters to the students.

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

We follow the CUPE 3902 Collective Agreement.



November 7, 2016

Professor Chen-Pang Yeang, Director of Undergraduate Studies