

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

Department **Social Work**

Date: November 21, 2016

**I. APPOINTMENTS**

*A. Posting of Vacancies*

*1. Where are the notices located?*

Notices are sent out electronically via the PhD listserve; bulletin board, faculty website: [www.socialwork.utoronto.ca](http://www.socialwork.utoronto.ca) and centralized electronic job posting board.

*2. When are the notices posted?*

For Fall/Winter positions notices are sent out by mid-June; for summer positions by March 15<sup>th</sup>. Emergency postings as they develop.

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

No

*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?*

We do not use applications. Applicants are required to submit a cover letter and CV. Applicants are required to apply via email; however, we will accept covers letters and CV dropped off in person or by mail.

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

*To be considered, applicants are required to submit a cover letter and CV to [angela.umbrello@utoronto.ca](mailto:angela.umbrello@utoronto.ca), the Administrative Coordinator for Admissions and Programs.*

*C. Selection*

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

The Associate Dean Academic, in consultation with the Dean and Course Coordinator.

*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?*

Applications are thoroughly reviewed with all hiring criteria considered. Competence is a tie-breaker if all other qualifications are equal.

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

Successful applicants are advised typically within two weeks of the closing date of applications. Unsuccessful applicants are notified once the signed letter of acceptance of the position is received from the successful candidate.

*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?*

Full-time PhD students are the only group in the funded cohort at the Factor-Inwentash Faculty of Social Work. CI or TA positions count toward the overall funding guarantee of \$15,000 plus tuition and fees for each year of registration from Years 1-5. Number of hours counted toward the funding commitment is never more than the maximum hours each year as established by the collective agreement.

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?

Current max is 190 hours; it will be 180 hours in 2018.

## II. RE-APPOINTMENTS

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

No.

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

Anyone owed a subsequent appointment is contacted in the winter and asked to confirm if they are available for their subsequent appointment for the following year. We use the form that is currently in place via the collective agreement. As much as possible, we try to assign the same course to the individual. We also take into consideration the expressed preferences of subsequent appointment holders.

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

No

Signature

*Shelley Craig*

Date

*Nov 21, 2016*

Title: Shelley Craig, Associate Dean Academic

