

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

Department:

Date:

**I. APPOINTMENTS**

*A. Posting of Vacancies*

- 1. Where are the notices located?*
- 2. When are the notices posted?*
- 3. Are other means of notifying potential applicants used?*
- 4. Are vacancies posted in other departments? If so, which departments?*

*B. Application Procedures*

- 1. Where are the application forms located, if they are used?*
- 2. What is the procedure to be followed by the applicant in order to be considered?*

*C. Selection*

- 1. By whom is the decision to employ teaching assistants made?*
- 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?*
- 3. When are applicants advised of the outcome of their 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?*
- 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?*

**II. RE-APPOINTMENTS**

- A. Does the department provide appointments beyond the number guaranteed in the collective agreement?*
- B. Subsequent appointments are guaranteed to certain employees under the collective Agreement; how are subsequent appointments assigned?*
- C. Are there any other conditions governing re-appointments?*

Signature

Date

Title