

## **Graduate Teaching Assistant (GTA) Hiring Guidelines**

The selection of candidates for GTA and GSA-1 work assignments will be completed in accordance with existing University Policy, government legislation (e.g. Ontario Human Rights Code) and the provisions of the CUPE 3913, Unit 1 Collective Agreement.

Graduate students must apply for GTA work assignments through the Academic Staff Work Assignments website ([www.uoguelph.ca/sessional\\_ta/](http://www.uoguelph.ca/sessional_ta/)). Only students who apply will be considered for a GTA.

Graduate students should consult their class (and other) schedules before making their applications. Students are responsible for ensuring that they will be available to TA for the course sections listed in their preferences, for the entire life (dates) of the contract, as noted on the work assignment posting. GTA duties for a course may include attending lectures, seminars, invigilating final exams, grading, etc. Students should therefore not apply to TA for a course if they cannot attend all the required lectures/seminars and the final exam. Applicants must clearly highlight how they meet the specific requirements for the work assignment(s) they apply to.

### **The application and assignment process:**

1. Work assignments are posted on the Academic Staff Work Assignments website. Graduate students within the School are notified by email that the work assignments have been posted.
2. Course Instructors review the applications against the posted criteria and provide feedback to the GTA selection committee.
3. The GTA selection committee shall normally consist of at least two members, consisting of the Director and one or more of the Graduate Program Coordinator (BLA), Graduate & Undergraduate Program Assistant (MLA/BLA) and the Administrative Officer. At least one of the members of the committee must be a designated group member (i.e. member of an equity-seeking group which may include women, racialized people, members of the lesbian, gay, bisexual, transgender or queer communities, aboriginal people or persons with disabilities).
4. As prescribed in Article 11: Postings & Assignments, Section 11.04 (d) of the Collective Agreement (CUPE Local 3913 Unit):

Levels of consideration for work assignments will be as follows:

- 1) Candidates who are applying for positions within their home Department are still within their Job Security Period [as defined in 1.04 (n)] will be considered first; and then,
  - 2) Candidates who have completed their Job Security Period and who are still within their prescribed program will be considered next. Prescribed program can be defined by the number of semesters that the University has deemed standard for the program of study; and then,
  - 3) Candidates who have exceeded the prescribed program period for their program of study will be considered; and then,
  - 4) Candidates in any level, applying for work in their home Department, who have already been assigned to a work assignment(s) in their home Department totaling 140 per semester and who are no longer within their Job Security Period. Once a candidate has been assigned 1.0 work assignment under this level of consideration that candidate will have to wait to be considered for additional work assignments until other applicants in this level of consideration have been assigned to a 1.0 work assignment. 11.04 (d) (4) only applies where a candidate is applying for work assignment(s) in their home department.
  - 5) Candidates applying to additional work assignment(s) outside their home department will be considered for work assignment(s) in those department(s) as per levels (2) and (3) of consideration above.
5. Considerations in all cases of job competition, the University's selection criteria shall only include: qualifications (academic and professional), competence, capability, skill and ability, and prior relevant experience. In cases where the applicants are demonstrably equal in the opinion of the University, the more senior candidate will be awarded the work assignment.
6. As prescribed in Article 11: Postings & Assignments, Section 11.06:
- a) The successful candidate will be provided, via email, with notification of the offer of the work assignment. This email notification will provide the successful candidate with a reasonable time frame (which must be at least three (3) days) within which to accept the offer. Except in extenuating circumstances, failure to accept the online offer within the specified time frame will be deemed as a refusal of the work assignment.

Once offers have been accepted, the Administrative Officer generates the GTA Work Agreements and sends this document to the Course Instructor (supervisor) along with the following statement from the Collective Agreement.

Article 11, Section 11.06 (b)

- 17) A statement that indicates that within seven (7) days of commencement of employment, the employee and the supervisor will meet to discuss the specific responsibilities and requirements of the work assignment. The results of this discussion will be outlined in an Assignment of Work Agreement (C), a copy of which will be provided to the employee. The employee may be required to complete, as part of the orientation process as an employee, online courses related to Health and Safety and Accessibility. Note: Subject to 10.01, there shall be no extra payment for hours worked on weekends.

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If you have any questions about the GTA assignment process, please contact the Administrative Officer or Director.

### **Distribution of Teaching Assistant Resources to Course Sections**

The School of Environmental Design and Rural Development (SEDRD) is committed to ensuring that our students are provided with a high standard of teaching excellence. Part of this commitment is the distribution of Teaching Assistant resources to course sections in a fair and transparent manner. Resources within SEDRD will be distributed in a fair manner that takes into consideration:

- Level of course;
- Pedagogical requirements of the course including use of seminars, tutorials, and laboratories;
- Delivery method and requirements (e.g., Distance education vs. in-class course formats);
- Number of students;
- Workload considerations (including the overall workload of instructor);
- Department and College norms; and,
- Budgetary constraints.

It is expected that the number of teaching assistants assigned to courses may vary from offering to offering based on the above factors.

Distribution of teaching assistant resources is determined by the Director. Requests for teaching assistant resources should be made as soon as practicable

***In the event of a discrepancy between this document and the Collective Agreement (CUPE Local 3913 Unit 1), the Collective Agreement shall be considered the final authority.***