

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

Department: Sociology (Tri-Campus)

Date: March 12, 2019

**I. APPOINTMENTS**

**A. Posting of Vacancies**

*1. Where are the notices located?*

Sociology Tri-Campus postings are located on the departmental website, as well as the TA site:

<http://sociology.utoronto.ca/employment/>

<https://taships.iit.artsci.utoronto.ca/soc/postings>

A link to the application site is here:

<http://sociology.utoronto.ca/employment/>

<https://taships.iit.artsci.utoronto.ca>

A copy of the posting is sent to CUPE 3902 via email.

Notices of vacancies shall be posted on the union (articles 27:02) bulletin boards, on Department websites and listservs, such other locations as deemed appropriate and the centralized, electronic system for posting bargaining unit positions, in accordance with Article 16:01.

*2. When are the notices posted?*

Notices are posted in accordance with Article 16:01 of the Collective Agreement. We endeavour to post positions for Fall vacancies by end of May/beginning of June, Winter vacancies by the end of October, and Summer vacancies by the beginning of March.

Emergency- notices are posted as required.

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

The Sociology Graduate Administrator also sends an email to new and continuing graduate students via the graduate Listserv. Students are directed to the department's website to view the new job postings online. The notices are also posted on the centralized electronic system for posting bargaining unit positions when it becomes available.

*4. Are vacancies posted in other departments? If so, which departments?*

Occasionally STG forwards tri-campus postings via email to other applicable departments, such as Criminology and OISE.

### **B. Application Procedures**

*1. Where are the application forms located, if they are used?*

We use an online tri-campus TA application system linked to our departmental website where U of T students can log in using their UTORid to apply for any of our positions. Applications are submitted online via the following website: <https://taships.chass.utoronto.ca/soc/login.php>.

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

Eligible applicants must complete all fields in the online application form. Applicants are instructed to indicate the courses for which they wish to be considered, but applicants may also be considered for positions to which they did not apply. CV attachments are required.

Applications must be received no later than 11:59 pm EST. Once the deadline has passed, applicants can no longer access the online application form and we do not accept late applications.

### **C. Selection**

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

The decision to employ teaching assistants is made by the Chair of the hiring department on the recommendations made by the Graduate Office, and in consultation with instructor and other faculty, as needed.

*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?*

The TA Selection Committee considers the full list of hiring criteria outlined in Article 16:03 when adjudicating applications for each position. The Department will consider both information provided in the application and information available to the Department as part of academic and human resource operations and planning. Applicants must be enrolled in the University of Toronto School of Graduate Studies in order to be considered for positions, and applicants enrolled in graduate programs in the Department of Sociology are given preference.

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

Applicants are advised in accordance with Article 16:05 of the Collective Agreement. We endeavour to send notice for Fall positions by end of July, Winter positions by the end of November, and Summer position by mid-April. Applicants are first advised by email to log into the Online TA-ship system to review and indicate their intent to accept/decline their TA-ship offer. A formal letter of offer is sent to all applicants who accept their TA-ship via the system.

**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?*

Graduate students in Masters year 1, PhD years 1- 4 are required to take up a TA appointment to qualify for the full guaranteed funding commitment.

*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?*

The department applies the maximum hours allowed by the Collective Agreement towards the funding guarantee, regardless of the student's year in the funded cohort.

**II. RE-APPOINTMENTS**

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

The department provides an opportunity to apply for TAs to students who no longer hold subsequent appointments.

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

Subsequent appointments are assigned in late spring and we endeavour to notify students of placement by end of May. They are assigned by the Graduate Office taking into account subsequent appointees' preferences for subject area and campus location. These placements are subject to approval by the Chair of the hiring department.

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

Considerations for re-appointments during the assignment of subsequent appointments include experience, knowledge of the subject, departmental needs and expressed preferences of subsequent appointment holders as to the nature of the appointment and location of same, while re-appointments to posted positions are subject to the hiring criteria as specified in Article 16:03 of the Collective agreement.

Signature



Date: March 12<sup>th</sup>, 2019  
Title: Graduate Associate Chair - Markus Schafer  
CC: Graduate Administrator – Elysha Daya