

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

Department: Centre for Comparative Literature

Date: June 15, 2017

**I. APPOINTMENTS**

*A. Posting of Vacancies*

*1. Where are the notices located?*

On the Centre's website, on a physical "CUPE 3902" bulletin board in the Centre, and on the centralized electronic job posting board.

*2. When are the notices posted?*

Notices are posted on or before June 30th for course(s) commencing in September. On or before October 31st for course(s) commencing in January, and on or before March 15th for courses in the Summer term, in compliance with the Collective Agreement.

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

Notices are circulated via the Complit listserv to all the Centre's graduate students.

*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?*

Application forms are not used.

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

Applicants must submit the requested materials as specified on the job ad by the deadline.

*C. Selection*

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

By a committee including the Chair, the Graduate Coordinator and one or more members of the faculty in the Centre for Comparative Literature and/or faculty teaching in the Literature and Critical Theory Program.

*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?*

Preference is given to graduate students in the Centre for Comparative literature who are enrolled or are about to enrol in the School of Graduate Studies. We also review applications for suitability according to the qualifications specified in the job posting, previous experience, and applicant's need to acquire teaching experience.

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

All applicants for regular posted positions receive notification no later than August 7 for courses beginning in September; no later than December 7 for courses beginning in January; and no later than April 22 for courses beginning in the Summer term, as per Article 16:05 of the Collective Agreement.

**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?**

PhD students in Comparative Literature in years 1-4.5 are eligible for guaranteed funding. TAships typically provide a portion of this funding each year.

**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?**

As per the Collective Agreement, the funding guarantee is 180 hours or less for 2017/18. After the first year of employment, a continuing student is covered by the subsequent appointment provision in the Collective Agreement.

**II. RE-APPOINTMENTS**

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

Hiring is based on the criteria listed in the Collective Agreement.

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

In accordance with article 16:06, when there is a guarantee of subsequent appointments, such appointment offers are made to eligible PhD students. Student preferences with respect to the type of appointment are taken into account.

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

Reappointments are based solely on the criteria in the Collective Agreement.

Signature



Date

June 19, 2017

Title

Graduate Coordinator