



UNIVERSITY OF TORONTO DALLA LANA SCHOOL OF PUBLIC HEALTH

Public Health Sciences Teaching Assistant Hiring Policies and Procedures

Preamble:

This document outlines the process for all Teaching Assistant (TA) assignments in the Graduate Department of Public Health Sciences (PHS), and all TA assignments for undergraduate courses for which PHS has responsibility.

Definitions:

PHS Teaching Assistant Hiring Committee

The PHS Teaching Assistant Hiring Committee includes the Graduate Coordinator for PhD programs, the Teaching Assistant Coordinator, a representative from the Graduate Office, and selected faculty. This Committee makes final hiring decisions for both posted positions and subsequent appointments.

Description of Duties and Allocation of Hours Form (DDAH)

The DDAH form outlines the specific duties to be performed by the TA and the number of hours assigned to each duty. The form should also include any training to be completed (i.e., TATP for new TA's) and scheduled meetings with the instructor(s).

Subsequent Appointment

A "subsequent appointment" is an allocation of **TA Hours** (not specific courses) that are normally owed to a Ph.D. student following the receipt of an initial appointment. In the subsequent appointment process, students **do not apply for positions, but are assigned TA positions** by the PHS Teaching Assistant Hiring Committee in accordance with their entitlement under the CUPE 3902 Unit 1 Collective Agreement. Subsequent appointments are assigned before TA postings are made available for open round applications.

Open Round Positions

Open round positions are TA positions posted after all subsequent appointments are assigned. The open round positions are available to all applicants who meet the Unit 1 eligibility criteria.

Emergency Positions

Emergency positions are posted in the event that a position becomes vacant unexpectedly (e.g., an unanticipated change in course enrolment; the TA assigned elects not to take up the position or becomes unable to do so, etc.). Emergency positions are available to all applicants who meet the Unit 1 eligibility criteria.



Step 1: TA Support for Courses

For courses with previous TA support, or where courses have tutorial sessions noted in the timetable, Instructors will be contacted by the TA Coordinator to confirm their TA requirement. Other Instructors should contact the TA Coordinator to inquire about obtaining support. Generally, expected course enrollment should be at least 25 students to be considered for TA support, but all requests will be considered on a case-by-case basis.

Step 2: Subsequent Appointment Allocation

TA's with a subsequent appointment entitlement must indicate whether they accept or decline the subsequent appointment.

Procedure:

- By **April 30**, all TA's with a subsequent appointment entitlement will be emailed a **Confirmation of Intent to Take Up A Subsequent Appointment** letter on which to indicate their intention to take up the subsequent appointment and, when they do intend to accept the subsequent appointment, the TA's will indicate their preferred subject area.
- TA's must return the confirmation letter to the TA Coordinator within 20 working days of receipt of the form. In the instance that the confirmation form is not returned within 20 working days, the subsequent appointment for the upcoming academic year may be forfeited.
- TA's who are unable to accept a subsequent appointment for the upcoming academic year may make a one-time request, in writing, to defer the subsequent appointment. Requests may be granted at the sole discretion of the Department, and cannot be guaranteed.

Allocation of Hours in the Subsequent Appointment(s):

Hours for the second, third, fourth, fifth, and sixth contractually-obligated subsequent appointments shall be:

- i. at least equal to the total number of hours of the initial appointment, or of the second appointment, whichever number of hours is greater, within the hiring Department in which the employee had the larger initial appointment, up to a maximum of one (1) regular appointment, as defined in Article 16:07 of the CUPE 3902 Collective Agreement; additional hours, if any, worked in any other Department are not included in determining the minimum obligation for hours of subsequent appointments.
- ii. for employees with at least **thirty-five (35) hours** in the initial or second appointment, a minimum of **fifty (50) hours** in total per remaining subsequent appointments.

In assigning Subsequent Appointment Allocations, the Hiring Committee will take into consideration the details of the TA's subsequent appointment, previous experience and stated preference.



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Step 3: Posting of Open and Emergency Positions

Fall term TA postings will be made available on or before June 30. Winter term TA postings will be made available on or before October 31. TA positions will be posted in accordance with Article 16:01 of the CUPE 3902, Unit 1 Collective Agreement.

Procedure:

- Instructors will be consulted in the preparation of the posting to confirm the qualifications required and the duties to be performed.
- **By June 30 for the Fall term, October 31 for the Winter term, Open Round** postings will be posted as follows:
 - Unit 1 Centralized Electronic Job Posting Board: <http://unit1.hrandequity.utoronto.ca/>
 - DLSPH website: <http://www.dlsph.utoronto.ca/students/current-students/ta-opportunities/>
 - Bulletin board outside the Student Kitchen/Lounge (room HS 549) in the 5th Floor.
 - Emailed to PHS student listservs
 - Emailed to CUPE 3902
- Notices shall remain posted for at least **fifteen (15) working days** before such positions may be filled.
- For each position of interest, applicants will submit the following documents through the TA Opportunities website:
 - Cover letter
 - C.V.
 - Transcript(s)
- **After June 30/October 31, Emergency** positions will be posted, as necessary.
- Emergency postings will follow the same procedure as Open Round postings, except Emergency positions may be filled after posting for fewer than fifteen (15) working days, but not fewer than **two (2)** working days.

Step 4: TA Posting Adjudication

Course instructors will be consulted in the TA selection process to provide input on the assessment of applicants. Their input will be provided to the PHS TA Hiring Committee for consideration, along with the remainder of the hiring criteria.

Procedure:

- Instructors may vet TA applications submitted through the TA Opportunities website.
- Instructors may submit their rating of **all** applicants through the website by the deadline provided by the TA Coordinator.
- PHS TA Hiring Committee reviews the ratings in conjunction with the hiring criteria.
- The Committee will appoint TA's to the posted positions.



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TA Hiring Committee Adjudication

The PHS TA Hiring Committee will consider the following criteria for selecting and hiring applicants, based on Article 16:03 of the Collective agreement: “academic qualifications, demonstrable suitability for the position, the University’s need to support excellent students in pursuing graduate studies with the hiring Department or a Graduate Centre or Institute, enrolment in a recognized graduate program of study in the hiring Department or a Graduate Centre or Institute, financial need, the need to acquire experience, previous experience, teaching ability, and, for continuing students, previous satisfactory employment under the provisions of this Collective Agreement.”

These hiring criteria are not presented in order of importance, but will be considered as a whole, when hiring decisions are made. The Committee will review instructor rating and will appoint TA’s to courses after considering all of the hiring criteria.

Step 5: Accepting Offers and Letters of Appointments

Procedure:

- TA’s will be notified by email by **Aug 7** for Fall term positions and by **December 7** for Winter term positions.
- A Letter of Appointment and DDAH form (signed by the instructor and Graduate Coordinator) will be emailed to TAs with general information and the deadline by which a response must be submitted.
- If a TA does not sign the Letter of Appointment and return it by the deadline, the offer may be withdrawn.
- First appointment TA’s, for whom PHS is their primary department, may complete the Teaching Assistants’ Training Program (TATP).
- TA’s will provide banking information and a copy of SIN card to Aida Santiago, Financial Administrator, in the Finance Office (room HS 547), so that employment records can be created and payments made by direct deposit.

It is the responsibility of the TA to inform the instructor of any conflicts of interest, as soon as these conflicts arise.

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