

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

Department: Department of Italian Studies

Date: November 7, 2016

I. APPOINTMENTS

A. Posting of Vacancies

1. Where are the notices located?

- Departmental general information Board;
- Departmental Graduate Studies Board;
- Departmental website: <http://www.utoronto.ca/italian/employment.html>;
- Department of Language Studies Board.
- In the Department of Language Studies website:
 - <http://www.utm.utoronto.ca/~w3fgi/index.html>;
- Centralized electronic job posting board
- CUPE Local 3902 office.

2. When are the notices posted?

Normally by the end of April and as required.

3. Are other means of notifying potential applicants used?

They will be distributed by email to all Italian graduate students, including those just admitted to the program.

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

N/A

B. Application Procedures

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

Application forms are not used – students submit covering letters and current C.V's

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

Applicants should submit a cover letter, and C.V. to the person specified in the posting, by email (preferred), regular mail or fax. (416-926-7107) prior to the deadline indicated in the posting.

C. Selection:

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

Decisions are made by the Chair in consultation with the course supervisors. When appropriate, the Chair will also consult with the Undergraduate and Graduate Coordinators and the Italian Section Head of the Department of Language Studies at UTM.

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?*

Hiring decisions are based on the applicant who is most qualified as per the hiring criteria.

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

As soon as we are able to make a solid determination.

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?*

TA appointments make up part of each full-time graduate student's funding package (ie. funded cohort).

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?*

190 hours for 2016/17 and 180 hours for 2017/18 towards the funding guarantee. The hours do not vary.

II. RE-APPOINTMENTS

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

Yes.

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

Subsequent appointments are assigned according to the terms of the CUPE L3902 collective agreement. Students are sent notification of the number of hours in the subsequent appointments by appropriate deadlines and must return signed acceptance/refusal of the number of hours, along with an application form. Then actual course assignments are made in conjunction with other assignments.

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

Satisfactory performance and consequences flowing from Article 16:05 of the collective agreement.

Signature:



Date: November 7, 2016

Title: Chair, Department of Italian Studies, University of Toronto