

Statement of Policy:	Appointment of Teaching Assistants and Course Instructors Covered by the CUPE Local 3902 Unit 1 Collective Agreement	
Academic Unit:	Woodsworth College	
Director:	W. Brock MacDonald, Vice-Principal	
Date:	November 2016	
I. APPOINTMENTS		
A. Posting of Vacancies		
<i>Location of notices:</i>	Union Bulletin Boards: <ul style="list-style-type: none"> Hallway outside Room 236, Undergraduate Program Office, Woodsworth College, 119 St George Street, Toronto, Ontario M5S 1A9 Website: <ul style="list-style-type: none"> http://wdw.utoronto.ca/eecms/index.php/3902/postList/C18 http://unit1.hrandequity.utoronto.ca/ 	
<i>When are notices posted:</i>	By June 30 for Fall; by October 31 for Winter; by March 15 for Summer. Unexpected vacancies that may arise beyond the above noted dates may be advertised as emergency posting.	
<i>Are other means of notifying potential applicants used?</i>	No.	
<i>Are vacancies posted in other departments?</i>	At Woodsworth College and on http://unit1.hrandequity.utoronto.ca/	
B. Application Procedures		
<i>1. Where are the application forms located, if they are used?</i>	Application forms are available as a download (pdf or word) on the job posting website.	
<i>2. What is the procedure to be followed by the applicant in order to be considered?</i>	Candidates must apply by email and include the information requested in the posting under "application procedure".	
C. Selection		
<i>1. By whom is the decision to employ teaching assistants made?</i>	Following consultation, the Vice-Principal confirms all appointments covered by CUPE 3902 Unit 1.	
<i>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?</i>	Hiring criteria are followed. We give priority to full-time graduate students particularly those with a background in the subject area of a particular course.	
<i>3. When are applicants advised of the outcome of their applications?</i>	Applicants are advised in writing of the outcome of their applications at the earliest possible date. For regularly posted positions, successful applicants are notified on or before August 7th for September courses; on or before December 7th for January courses; and on or before April 22nd for Summer courses.	
D. Graduate Student Funding Policy - applies to students in the "funded cohort" only		
<i>1. In your department, how do TA appointments fit within the University's Graduate Student Funding Policy?</i>		N/A
<i>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?</i>		N/A
II. RE-APPOINTMENTS		
<i>A. Does the department provide appointments beyond the number guaranteed in the collective agreement?</i>	Woodsworth College considers all eligible applicants and may or may not provide appointments beyond the number guaranteed in the Collective agreement.	
<i>B. Subsequent appointments are guaranteed to certain employees under the Collective Agreement; how are subsequent appointments assigned?</i>	Subsequent appointments are assigned for the Fall/Winter academic session before posting remaining available positions. Subsequent appointees are given the opportunity to indicate their preferences with regard to subject area.	
<i>C. Are there any other conditions governing re-appointments?</i>	Failure to reply or to contact the Woodsworth College regarding any concerns or issues within the designated time frame for return of the form may be interpreted as declining that year's subsequent appointment.	