



Statement of Policy	Appointment of Teaching Assistants and Course Instructors Covered by the CUPE Local 3902 Unit 1 Collective Agreement
Academic Unit	Centre for Industrial Relations and Human Resources
Director	Dionne Pohler
Date	October 5, 2020
APPOINTMENTS	
Posting of Vacancies	
<i>Location of notices</i>	<p>Union Bulletin Boards:</p> <ul style="list-style-type: none">• CUPE bulletin board located in the Centre for Industrial Relations & Human Resources, 121 St. George Street, Toronto, Ontario M5S 2E8• Hallway outside Room 236, Undergraduate Program Office, Woodsworth College, 119 St George Street, Toronto, Ontario <p>Websites:</p> <ul style="list-style-type: none">• http://wdw.utoronto.ca/eecms/index.php/3902/postList/C17• https://www.cirhr.utoronto.ca/employment-opportunities/cirhr-job-postings• http://unit1.hrandequity.utoronto.ca/ <p>A copy of each posting is forwarded to the union by email within three (3) working days of its being posted/distributed. When an emergency posting is made, the union will receive a copy without undue delay.</p>
<i>When are notices posted?</i>	<p>Notices are posted whenever positions are available, but no later than June 30th for the upcoming Fall/Winter session. Sometimes Winter term positions are posted in late summer or early fall, but no later than October 31st. Summer TA positions are usually posted in February or March, but no later than March 15th.</p> <p>Unexpected vacancies that may arise beyond the above noted dates may be advertised as emergency postings.</p>
<i>Are other means of notifying potential applicants used?</i>	<p>The Centre's PhD and MIRHR students are notified via email of TA postings; the Centre's PhD students are notified via email of course instructor postings.</p>
Application Procedures	
<i>Where are the application forms located?</i>	<p>The application forms utilize Appendix C: Job Posting Form, from the CUPE 3092 Unit 1 Collective Agreement. Application forms are included in the notices of postings sent out to graduate students; they are also available upon request as per our instructions on the postings themselves.</p>

<i>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 “How to Apply”.
Selection	
<i>By whom is the decision to employ teaching assistants made?</i>	Following consultation with the faculty coordinators for the undergraduate and graduate programs, the Director confirms all appointments covered by CUPE 3902 Unit 1.
<i>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>	<p>In accordance with the CUPE 3902 Unit 1 Collective Agreement, the CIRHR hiring criteria are ability, academic qualifications, competence, demonstrable suitability for the position, the University’s need to attract and support excellent students, enrolment or prospective enrolment in our graduate programs, financial need, and, for continuing students, previous satisfactory employment under the provision of the CUPE 3092 Unit 1 Collective Agreement.</p> <p>The CIRHR puts these criteria into practice by first comparing each applicant’s ability, academic qualifications, competence, and demonstrated suitability for the position. If, by virtue of these criteria, more than one applicant proves qualified for the position, the CIRHR then considers its need to attract and support excellent students, the enrolment and prospective enrolment in our graduate programs, and each qualified applicant’s financial need, including the CIRHR’s commitment to their funding guarantee.</p> <p>For continuing students, the CIRHR also considers previous satisfactory employment under the provisions of the CUPE 3092 Unit Collective Agreement and any commitments to subsequent appointments that arise under Article 16:06 of that Agreement. Appointments arising from such commitments will be confirmed in advance of posting remaining available positions. Subsequent appointees are given the opportunity to indicate their preferences with regard to subject area. The CIRHR gives consideration to these preferences prior to assigning appointments.</p> <p>In deciding between two relatively equal candidates, considering all criteria, the CIRHR will hire the candidate with the greater competence.</p>
<i>When are applicants advised of the outcome of their applications?</i>	The CIRHR advises all applicants by email of the outcome of their applications at the earliest possible date. For regularly posted positions, successful applicants are notified on or before August 7 th for September courses; on or before December 7 th for January courses; and on or before April 22 nd for Summer courses.

Graduate Student Funding Policy – applies to studies in the “funded” cohort only	
<i>In your department, how do TA appointments fit within the University’s Graduate Student Funding Policy?</i>	Virtually all TA appointments at the CIRHR fit within the University’s Graduate Student Funding Policy.
<i>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>	<p>Following the hours stated in the Graduate Student Funding Policy, effective September 2020, 180 hours count towards the guarantee.</p> <p>The number of hours does not vary with year in the program.</p>
RE-APPOINTMENTS	
<i>Does the department provide appointments beyond the number guaranteed in the collective agreement?</i>	The Centre considers all eligible applicants and may or may not provide appointments beyond the number guaranteed in the Collective agreement.
<i>Subsequent appointments are guaranteed to certain employees under the Collective Agreement; how are subsequent appointments assigned?</i>	<p>Subsequent appointments are assigned in advance of posting remaining available positions. For Fall or Winter term appointments, the CIRHR sends out an email in February or March – but no later than April 30th – to all TAs covered by the CUPE 3902 Unit 1 Collective Agreement. The email includes an attached form that must be filled out to indicate their intent to take up a subsequent appointment and their preferred subject area and preferred campus. This form must be returned to the CIRHR within twenty (20) working days. The CIRHR gives due consideration to appointees’ preferences prior to assigning appointments.</p> <p>For Summer-term appointments, a similar process is undertaken no later than January 15th.</p>
<i>Are there any other conditions governing re-appointments?</i>	Failure to reply or to contact the CIRHR regarding any concerns or issues within the designated time frame for return of the form (20 working days) may be interpreted as declining that year’s subsequent appointment.