



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

Department: **Art History**

Date: **July 2020**

I. APPOINTMENTS

A. Posting of Vacancies

1. *Where are the notices located?*
 - Electronic posting to Graduate Department of Art History students via the students' listserv
 - Departmental website (<https://arthistory.utoronto.ca/about-us/employment-opportunities/cupe-3902-unit-1-positions>)
 - Centralized Human Resources & Equity CUPE 3902 Job Board (<https://unit1.hrandequity.utoronto.ca/>)
 - Departmental bulletin board
2. *When are the notices posted?*
 - Postings are timed in accordance with the Collective Agreement:
 - Fall/Winter postings: by June 30th
 - Summer postings: by March 15th
 - The Department also posts a number of emergency postings for each round as needed.
3. *Are other means of notifying potential applicants used?*
 - CUPE 3902, Unit 1 is notified via email (info@cupe3902.org) of all postings
4. *Are vacancies posted in other departments? If so, which departments?*
 - Vacancies are not posted to other departments.

B. Application Procedures

1. *Where are the application forms located, if they are used?*
 - Candidates apply to postings using the department's online TA application system at <https://taships.iit.artsci.utoronto.ca/art/login>
2. *What is the procedure to be followed by the applicant in order to be considered?*
 - The applicant must submit an online application via the department's online TA application system. The applicant must log into the system using their UtorID, fill out the application form, and submit it by the posting's closing date.

C. Selection

1. *By whom is the decision to employ teaching assistants made?*
 - The Department holds an annual meeting in April/May/June to determine subsequent appointments and to discuss issues involved in the main Fall/Winter postings. Subsequent appointment decisions are led by the Associate Chair, Graduate Studies and the Graduate Assistant. The UTSG Associate Chair, Undergraduate Studies, Undergraduate Assistant, Business Officer, Office Manager, UTM and UTSC Undergraduate Coordinators and/or Department Chairs are consulted as necessary throughout the year.
 - Emergency TA positions are typically decided on by the UTSG Associate Chair, Undergraduate Studies and Undergraduate Assistant.
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?*
 - Decisions are made by the Associate Chairs (Graduate & Undergraduate) in accordance with Article 16:03 of the CUPE 3902, Unit 1 Collective Agreement. The following criteria are used when filling TA positions:
 1. Ability, academic qualifications and demonstrable suitability for the position, the University's need to attract and support excellent students to pursue graduate studies in Art History, and financial need as appropriate.
 2. Adequate background in the appropriate area(s) of art history. Previous experience may be required for particular courses.
 3. We endeavour to provide all full-time Graduate Department of Art History graduate students with some form of teaching assistantship. Appointments are made to specific positions conditional upon satisfactory progress in the graduate program.
 4. The department reserves the right to post positions to Unit 3 if the Unit 1 search did not yield a satisfactory Unit 1 candidate.
3. *When are applicants advised of the outcome of their applications?*
 - As soon as the decision has been made and prior to the beginning of the term, in accordance with the Collective Agreement:
 - Fall/Winter Term: applicants to the regular round are normally advised of the outcome of their application within 20 business days of the application deadline (and no later than August 7th).
 - Summer Term: applicants to the regular round are normally advised of an application outcome within 20 business days of the application deadline (and no later than April 22nd).

For fall/winter and summer terms, there may be some emergency postings to reflect later adjustments in enrollment, resignations, or for other unforeseen reasons.

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?*
 - The majority of students admitted to the Art History PhD program will receive a five-year financial package. TA hours are typically part of the funding package for all PhD students.
 - Our PhD students are currently guaranteed a minimum of \$17,500 (2019–20 value) plus tuition and fees annually from year 1 through year 5.
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?*
 - No more than the number of hours specified in the Collective Agreement count towards the funding. The number does not vary substantially with the year.

II. RE-APPOINTMENTS

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

- Through the competitive rounds the department offers students the opportunity to apply for jobs beyond the number guaranteed.

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

- Students with subsequent appointments are invited to indicate interest in taking up subsequent appointments annually by April 30th.
- Students are given the opportunity to indicate preferences (e.g., course, term, campus). The Graduate and Undergraduate Program members meet in May to finalize subsequent appointments. The members take into consideration, as much as possible, preferences indicated by students though there are no guarantees during the subsequent appointment round.
- Students shall have the right to defer one subsequent appointment during the course of employment in the bargaining unit.
- Students with subsequent appointments are assigned appointments prior to job posting of available positions.

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

- Considering student timetables and that the Graduate Department of Art History courses are held on St. George campus, first-year year PhD students will normally be assigned their first TA appointment at UTSG.
- Where a PhD student is employed in more than one department during the first two years of employment, only the employing department in which the student had the greater/greatest number of hours shall be required to provide contractually obligated subsequent appointments.