Art History
UNIVERSITY OF TORONTO

TA and CI Quick Guide

In this guide:

Training and Supports

Teaching Assistant (TA)

The Teaching Assistants' Training Program (TATP) provides various forms of paid training and enrollment in two certificate programs. For detailed information on the provisions for paid training, refer to the collective agreement posted on the HR website. Please note that paid training requests require departmental review and approval. Contact the Department of Art History for further guidance.

Type	Description
TATP Synchronous First Contract Training Sessions (two hours)	• Available in September and January • Visit the TATP website for upcoming dates
TATP Asynchronous Online Modules (one hour)	• Discussion-Based Tutorials • Grading • Introduction to Qurecus • Online Course Design and Management • Online Technology for Student Engagement • Policies and Procedures (strongly recommended) • Review and Q&A • Skill Development: Critical Reading and Reflection • Skill Development: Supporting Student Writing

Type	Description

TATP Synchronous Workshops (most are two hours)	• Available throughout the year
	• Workshop categories include:
	  o Educational Technologies and Teaching with Technology
	  o Equity and Access in Teaching and Learning
	  o Open Theme
	  o Reflective Practice and Teaching Skills for Academic and Non-Academic Careers
	  o Teaching Dossiers and Statements of Teaching Philosophy
	• Consult the TATP Calendar for upcoming dates

Course Instructor (CI)

On top of the various training provided above, the Teaching Assistants' Training Program (TATP) offers additional training for course instructors. Please note that paid training requests require departmental review and approval. Contact the Department of Art History for further guidance.

What	Where
TATP Course Instructor Training Camp (asynchronous work plus synchronous webinars)	• Available in December and April • Visit the TATP website for upcoming dates

TATP Consultation Meeting (maximum two hours)	• Available during the Fall and Winter semesters
	• Schedule a consultation meeting with the TATP Course Instructor Training Coordinator to discuss:
	  o Teaching strategies
	  o Teaching resources
	  o Course evaluations
	  o Course design, development, and review
	  o Working with teaching assistants
	  o Working with undergraduate students
	• Request a meeting via the consultation form

TATP In-Class Observation (maximum one hour)	• Available during the Fall and Winter semesters • Available to Advanced University Teaching Preparation (AUTP) Certificate participants • A three-stage process including an initial meeting, one-hour in-class observation, and a post-observation meeting • Book an in-class observation via the TATP registration system • No in-class observations available during the last two weeks of term

What	Where
Teaching in Higher Education (THE500) Course	- Available during the Fall and Winter semesters - Open to senior Ph.D. candidates and post-doctoral fellows - The course is designed as a teaching and learning "laboratory" - Refer to the course website for the application timeline
Arts & Science Online Learning Academy (OLA), facilitated by the Teaching & Learning (T&L) and Teaching Technology Support (TTS) teams	- Pedagogical consultations with instructors and units - Effective practices and resources available on the Digital Teaching & Learning (DTL) site - Weekly drop-in sessions available via Microsoft Teams (refer to the DTL site) - Facilitates a community of practice and other programming
Quercus Support Resources and the Academic Toolbox	A hub containing all documentation and resources related to Quercus
Developing Your Teaching Dossier Series	A four-module series for graduate students and post-doctoral fellows exploring strategies to reflect on their teaching and developing their teaching dossier

Additional Department Support

Type	Description
Departmental Officers	- Contact the departmental officers for additional support - TAs will be added to the department's TA listserv (ARTHISTORY-TA-L@LISTSERV.UTORONTO.CA) for notices, updates, etc. - CIs will be added to the department's CI listserv (ARTHISTORY-L@LISTSERV.UTORONTO.CA) for notices, updates, etc.

Resources

Congratulations on your TA or CI appointment! Below is a shortlist of major teaching and learning topics and useful resources to get you started. Visit the Teaching Assistants and Graduate Student Advancement (TAGSA) website for additional resources about engagement and active learning, instructional design and accessibility, and rubrics and assessments. Email arthistory@utoronto.ca to suggest further topics and resources to be added to this guide.

Topic	Resources
Being a TA	- Collected Wisdom: Strategies and Resources from TAs for TAs (pdf) - Recommendations and Resources for Supporting International Students and Teaching Assistants (pdf) - Remote Teaching: A Guide for Teaching Assistants
Course Design	- Academic Handbook for Instructors - Developing a Course Syllabus - Developing Learning Outcomes - Remote/Online Course Design Checklist - TATP Course Design Guide
Equity, Diversity, and Inclusion	- Anti-Oppressive Practices - Facilitating for Equity - Fostering Safe, Equitable, and Accessible Learning Environments - Inclusive and Universal Design Repository - Representation Matters - Resources Against Racism - Supporting Students in Distress
Accessibility and Accommodations	- Access Checks - Accessibility for Ontarians with Disabilities Act Office - Demystifying Academic Accommodations (pdf) - Fostering Accessible Learning Environments (pdf) - Working with Images (pdf)
Technology	- PowerPoint Essentials - Quercus Support Resources and the Academic Toolbox - Recording of Lectures and Class Sessions - Video Captions and Audio Transcripts
First Class	- First-Class Strategies (for CIs) - The First Class (for TAs)
Community Building	- Building Community Online - Community Agreements

Topic	Resources
Classroom Management and Engagement	• [Active Learning and Adapting Teaching Techniques](#) (pdf) • [Asking Effective Questions](#)
Grading	• [Arts and Science Statement on What Grades Mean](#) • [Grading at Your Best: Humanities and Social Sciences](#) (pdf) • [Handling Common Student Complaints](#)
Academic Integrity	• [Academic Integrity and the Role of the Instructor](#) • [Upholding Academic Integrity](#)
TA–CI Relationship	• [Course Instructor–Teaching Assistant Relationship](#) • [Your Relationship with the Course Instructor](#)

Art History Teaching Resources

Topic	Resources
General	• [Art History Teaching Resources](#) • [CanadARThistories: Reimagining the Canadian Art History Survey](#) • [Digital Resources for Teaching Medieval Art History](#) • [RSA Digital Resources](#)
Anti-Racism and Decolonisation	• [Anti-Racism and Art History Bibliography](#) (compiled by GUStA) • [Anti-Racism and Decolonial Approaches](#) (compiled by Association for Art History) • [Decolonizing Art History](#) (article by Catherine Grant and Dorothy Price) • [Diversifying Art History: A Collective Bibliography](#)
Women Artists and Patrons	• [Indexes of Female Artists in History](#) • [Premodern Women Artists and Patrons: A Global Bibliography](#)

Checklists

The following two checklists are a shortlist of tasks in preparation for your TA or CI appointment.

Teaching Assistant (TA)

Done?	Description
	Review and accept TA offer in the TA Online Application System
	Review, sign, and submit the TA offer letter
	[if applicable] Confirm tutorial room assignment and AV booking with the Undergraduate Office
	[if applicable] Obtain the key to the assigned office space and confirm office hours with the Department Manager
	Submit accommodation request and medical documentation to Human Resources (HR)
	Review the CUPE 3902 Unit 1 collective agreement and know your rights
	Confirm hours and obtain approval from the Director of Undergraduate Studies and the Finance Officer for paid training
	Participate in approved paid training hosted by TATP
	Contact the course instructor and schedule the pre-course meeting
	At the pre-course meeting, schedule the mid-course meeting
	Verify communication method and frequency
	Confirm hours, duties, and responsibilities
	Establish feedback expectations, rubrics (if used), and grading turnaround
	Review student accommodations and extensions requests, academic integrity, and regrading processes
	Review and confirm the Description of Duties and Allocation of Hours (DDAH) form
	Track hours throughout the semester
	Midway through the semester, review and re-confirm the Description of Duties and Allocation of Hours (DDAH) form

Course Instructor (CI)

Done?	Description
	Review, sign, and submit the CI offer letter
	[if applicable] Confirm classroom assignment and AV booking with the Undergraduate Office
	[if applicable] Obtain the key to the assigned office space and confirm office hours with the Department Manager
	Submit accommodation request and medical documentation to Human Resources (HR)
	Review the CUPE 3902 Unit 1 collective agreement and know your rights
	Confirm hours and obtain approval from the Director of Undergraduate Studies and the Finance Officer for paid training
	Participate in training hosted by TATP
	Design the course using backwards design: identify learning outcomes → determine assessments → plan learning activities and content
	Build the course syllabus and the Quercus course shell
	Submit the course syllabus and marking scheme to the Undergraduate Office and the Course Information System (CIS)
	Submit course readings and reserves request to the University of Toronto Libraries
	Connect with Margaret English, the Art History Librarian, for additional reference support
	Contact the teaching assistant(s) and schedule the pre-course meeting
	At the pre-course meeting, schedule the mid-course meeting
	Verify communication method and frequency
	Confirm hours, duties, and responsibilities
	Establish feedback expectations, rubrics (if used), and grading turnaround
	Review student accommodations and extensions requests, academic integrity, and regrading processes
	Complete and submit the Description of Duties and Allocation of Hours (DDAH) form
	Check-in regularly with the teaching assistant(s) throughout the semester
	Midway through the semester, review and update the Description of Duties and Allocation of Hours (DDAH) form
	At the end of the semester, submit final course grades via eMarks and follow end-of-semester procedures provided by the Undergraduate Office

Important Dates and Links

- Department: [Statement of Policy: Appointments of Teaching Assistants](#) (pdf)
- Department: [CUPE 3902 Unit 1 Positions](#)
- Department: [Graduate Studies FAQ: Teaching Assistant and Course Instructor Positions](#)
- HR: [Employee Self-Service (ESS)](#)
- Union: [CUPE 3902 Unit 1](#)

When	What
March	Annual PhD Student Survey distributed; responses due before end of the month
By March 15	Summer TA and CI positions posted *
By April 22	Summer TA and CI outcomes released
April 30	Deadline to indicate interest in taking up subsequent appointments
By June 30	Fall (and some Winter) TA and CI positions posted *
By August 7	Fall (and posted Winter) TA and CI outcomes released
By October 31	Remaining Winter TA and CI positions posted *
By December 7	Remaining Winter TA and CI outcomes released

* Emergency postings may be advertised throughout the year.

Contact List

Who	How	What
Director of Undergraduate Studies	arthistory.dus@utoronto.ca	TA and CI appointments, academic integrity inquiries, TATP training requests
Undergraduate Assistant	undergrad.arthistory@utoronto.ca	CI Quercus set up, academic information for instructors, prerequisites, auditors
Graduate Assistant	graduate.arthistory@utoronto.ca	Subsequent appointments, PhD survey, TA and CI postings
Finance Officer	finance.arthistory@utoronto.ca	Payroll, contracts, funding packages, TATP training requests
Department Manager	art.admin@utoronto.ca	Office assignments, key requests, confirming office hours
Course Instructor		TA DDAH form, TA Quercus set up, and course information (grading, academic integrity, etc.)
Art History Librarian	margaret.english@utoronto.ca	Art library services, reference support
Teaching Assistants' Training Program (TATP)	services.ta@utoronto.ca	TA and CI Training and CI consultation
Teaching & Learning (T&L)	teachinglearning.artsci@utoronto.ca	CI pedagogical and academic policies consultations
Teaching Technology Support (TTS)	tts.artsci@utoronto.ca	CI Quercus troubleshoot