

MATHEMATICAL AND COMPUTATIONAL SCIENCES UNIVERSITY OF TORONTO MISSISSAUGA

CONTINUOUSLY-POSTED NOTICE

Appointment of Teaching Assistants

Covered by the CUPE Local 3902 Unit 1 Collective Agreement

I. APPOINTMENTS

A. Posting of Vacancies

1. Notices are posted on the UTM MCS website and on the Departmental Notice Board and the centralized electronic job posting board.
2. Notices are posted in June , October and March for the regular school year and throughout the year as needs are identified.
3. The Union is notified, and graduate students and postdoctoral fellows are notified of opportunities through e-mail.
4. The UTM postings are also advertised in the Computer Science, Mathematics and Statistics Departments on the St. George campus.

B. Application Procedures

1. Applications are collected through an online TA application system developed by the department.
2. Interested parties should complete the application form in the online TA application system (location specified on the notice of vacancies) by the deadline set by the department.

C. Selection

1. The decision to employ Teaching Assistants is made by the Computer Science, Mathematics, and Statistics Faculty Advisors, subject to the approval of the UTM MCS Chair (or his designate).
2. When making an appointment, the following criteria are considered:
 - Qualifications are judged by means of the information supplied on the application system and by short interviews with the applicants conducted by individual faculty or the faculty advisors, in accordance with 16:03 of the collective agreement. Decisions are made based on teaching ability, academic qualifications and background, and demonstrable suitability for the position. Financial need is also considered.
 - In deciding between two relatively equal candidates, the department shall hire the candidate with the greater competence.
 - New TAs will be normally assigned one or two sections. Experienced TAs may receive more work.
 - Preference is given to students enrolled in the School of Graduate Studies of the University of Toronto. We ensure that students under departmental funding or with guaranteed subsequent appointments are hired before filling positions with graduate students without guaranteed funding.
 - Undergraduates who are hired as TAs are required to have excelled in the class to which they are assigned, and to have performed well in related and/or other relevant courses. Preference

is given to more senior students, to students with previous TA or teaching experience, and to students in the major or specialist program in the respective discipline.

- We welcome applications from graduate and undergraduate students in other departments (e.g., engineering, chemistry, physics) as long as they have the required background and qualifications.

3. Applicants are advised of the outcome of their application through the online TA application system at the earliest possible date. All applicants for regularly posted positions shall receive such notification

On or before August 7 for the Course(s) commencing in September;
on or before December 7th for course(s) commencing in January; and
on or before April 22nd for all the course(s) in the Summer term.

D. Graduate Student Fund Policy – applies to students in the “funded cohort” only

1. In our department there are no graduate students. The Department of Mathematical and Computational Sciences coordinates with the St. George Departments to ensure that students in the funded cohort are receiving the annual guaranteed funding.
2. St. George departments keep track of the hours which count towards funding and in subsequent years of programs.

II. RE-APPOINTMENTS

- A. Sometimes, based on departmental needs, the department may provide appointments beyond the number guaranteed in the collective agreement. Students who have not yet received the guaranteed number of hours are given preference.
- B. Subsequent appointments are assigned by the Computer Science, Mathematics, and Statistics Faculty Advisors, subject to the approval of the UTM MCS Chair (or his designate).
- C. There are no conditions to subsequent appointments so long as the graduate students meet the hiring criteria.