



Statement of Policy:	Appointment of Teaching Assistants and Course Instructors Covered by the CUPE Local 3902 Unit 1 Collective Agreement	
Academic Unit:	Centre for Criminology & Sociolegal Studies	
Director:	Audrey Macklin	
Date:	5 October 2020	
I. APPOINTMENTS		
A. Posting of Vacancies		
<i>Location of notices:</i>	<p>Union Bulletin Boards:</p> <ul style="list-style-type: none"> • <i>Hallway outside Room 221, Centre for Criminology & Sociolegal Studies, 14 Queen’s Park Crescent West, Toronto, Ontario M5S 3K9</i> • <i>Hallway outside Room 236, Undergraduate Program Office, Woodsworth College, 119 St George Street, Toronto, Ontario M5S 1A9</i> <p>Website:</p> <ul style="list-style-type: none"> • https://www.crimsl.utoronto.ca/about-us/employment-opportunities/teaching-assistants-cupe-unit-1-job-postings • http://unit1.hrandequity.utoronto.ca/ 	
<i>When are notices posted:</i>	<p>Course Instructorships: by June 30 for Fall and Winter; by March 15 for Summer. TAships: same as above. Unexpected vacancies that may arise beyond the above noted dates may be advertised as emergency posting.</p>	
<i>Are other means of notifying potential applicants used?</i>	<p>The Centre’s PhD and MA students are notified via email of TA postings; the Centre’s PhD students are notified via email of CI postings.</p>	
<i>Are vacancies posted in other departments?</i>	<p>Vacancies are posted on:</p> <ul style="list-style-type: none"> • http://unit1.hrandequity.utoronto.ca/ • https://www.crimsl.utoronto.ca/about-us/employment-opportunities/teaching-assistants-cupe-unit-1-job-postings 	
B. Application Procedures		
<i>1. Where are the application forms located, if they are used?</i>	<p>Application forms are available as a download (pdf or word) on the job posting website: http://unit1.hrandequity.utoronto.ca/</p>	
<i>2. What is the procedure to be followed by the applicant in order to be considered?</i>	<p>Application Instructions will be included on the posting (e.g. cv and the Unit 1 Application Form)</p>	
C. Selection		
<i>1. By whom is the decision to employ teaching assistants made?</i>	<p>The Director, the Graduate and Undergraduate Coordinators, and the professor teaching the course.</p>	

<p>2. <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>	<p>Hiring criteria are followed.</p> <p>We give priority to full-time graduate students particularly those with a background in the subject area of a particular course.</p>
<p>3. <i>When are applicants advised of the outcome of their applications?</i></p>	<p>The Centre advises all applicants 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.</p> <p>Note: The centre will normally make a decision within 2 weeks of the application deadline.</p>
<p>D. Graduate Student Funding Policy - applies to students in the "funded cohort" only</p>	
<p>1. <i>In your department, how do TA appointments fit within the University's Graduate Student Funding Policy?</i></p>	<p>All PhD students in the funded cohort are guaranteed TA appointments.</p>
<p>2. <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>	<p>\$8,200 of the student's TA income will be counted toward the base funding package. The base funding amount is conditional on students applying for and accepting TA assignments.</p>
<p>II. RE-APPOINTMENTS</p>	
<p>A. <i>Does the department provide appointments beyond the number guaranteed in the collective agreement?</i></p>	<p>The Centre considers all eligible applicants and may or may not provide appointments beyond the number guaranteed in the Collective agreement.</p>
<p>B. <i>Subsequent appointments are guaranteed to certain employees under the Collective Agreement; how are subsequent appointments assigned?</i></p>	<p>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.</p>
<p>C. <i>Are there any other conditions governing re-appointments?</i></p>	<p>Failure to reply or to contact the Centre regarding any concerns or issues within the designated time frame may be interpreted as declining that year's subsequent appointment.</p>