

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

**Department: Department of Italian Studies**

Date: October 16, 2020

**I. APPOINTMENTS**

*A. Posting of Vacancies*

*1. Where are the notices located?*

- Departmental general information Board
- Departmental Graduate Studies Board
- Departmental website: <https://www.italianstudies.utoronto.ca>
- Language Studies Board
- In the Department of Language Studies website
- Centralized electronic job posting board
- CUPE Local 3902 office.

*2. When are the notices posted?*

Normally by the end of April and as required.

*3. Are other means of notifying potential applicants used?*

They will be distributed by email to all Italian graduate students, including those just admitted to the program.

*4. Are vacancies posted in other departments? If so, which Departments?*

N/A

*B. Application Procedures*

*1. Where are the application forms located, if they are used?*

Application forms are not used – students submit covering letters and current C.V's

2. *What is the procedure to be followed by the applicant in order to be considered?*

Applicants should submit a cover letter, and C.V. to the person specified in the posting, by email (preferred) or regular mail prior to the deadline indicated in the posting.

#### *C. Selection:*

1. *By whom is the decision to employ teaching assistants made?*

Decisions are made by the Chair in consultation with the course supervisors. When appropriate, the Chair will also consult with the Undergraduate and Graduate Associate Chairs and the Italian Section Head of the Department of Language Studies at UTM.

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?*

Hiring decisions are based on the applicant who is most qualified as per the hiring criteria.

3. *When are applicants advised of the outcome of their applications?*

As soon as we are able to make a solid determination.

#### *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?*

TA appointments (or Course Instructorships) make up part of each full-time graduate student's funding package (ie. funded cohort).

2. *In your department, how much bargaining unit income is counted towards the funding guarantee in each year of study? Does this amount vary with the year in program?*

\$8200 for PhD students and \$4100 for MA students. These amounts do not vary with the year in program.

## II. RE-APPOINTMENTS

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

Yes.

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

Subsequent appointments are assigned according to the terms of the CUPE L3902 collective agreement. Students are sent notification of the number of hours in the subsequent appointments by appropriate deadlines and must return signed acceptance/refusal of the number of hours. Then actual course assignments are made in conjunction with other assignments.

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

Satisfactory performance and consequences flowing from Article 16:05 of the collective agreement.

Signature:

A handwritten signature in black ink, appearing to read "W. Tynes", with a stylized flourish at the end.

Date: October 16, 2020

Title: Chair (Interim), Department of Italian Studies, University of Toronto