

How to Recruit Graduate Teaching Assistants

Note that as per Article 26.06 of the CUPE 2278-03 Agreement, a Graduate Teaching Assistant is “Any UNBC student assigned a Graduate Teaching Assistant contract”

Step 1: TA Request Form (normally a minimum of 2 months prior to start of term)

- a) Complete the ‘Graduate Teaching Assistant Request Form’ and have it signed by the Program Chair, ideally at least 2 months prior to start of term (July 1, Nov. 1 for fall and winter respectively).
- b) Submit the form to Human Resources via email (GraduateTARecruit@unbc.ca). Human Resources will use the information provided in the request form to create the competition file and online posting.

Step 2: Posting of positions, access to applications

- a) Positions developed from GTA request forms received by the deadline in 1a, will be posted by Human Resources, as a batch, 5 business days after the deadline.
- b) Human Resources will email the Office of Graduate Programs that positions have been posted and the Office of Graduate Programs will send an email to the UNBC Graduate Student list to inform students of GTA opportunities.
- c) For GTA requests received after the deadline, positions will be posted within 5 business days of receipt.
- d) All postings will be listed a minimum of 7 business days. Positions will be posted until filled.
- e) Applicants may contact course supervisors with their questions regarding posted position duties.
- f) At the end of the 7-day period, Human Resources will email the applications to the course supervisor or designate.

Step 3: Selection of Graduate TA

- a) The course supervisor, Program Chair or designate will review the applications, make their selection, and inform Human Resources by email (GraduateTARecruit@unbc.ca), normally within 5 business days.

Step 4: Contract

- a) Within 5 business days, Human Resources will check that the student has a SIN number and is able to work in Canada, and will draft the Graduate Teaching Assistantship contract (offer letter) based on the details provided on the ‘Graduate Teaching Assistant Request Form’.
- b) The offer letter will be sent to the Dean for signing, returned to Human Resources, and then emailed to the successful applicant with the course instructor, Program Chair, or designate copied. The applicant will be instructed to return a signed copy of the offer letter within 2 business days of receipt.
- c) In cases where students are offered more than one contract and need to make a choice, they may reach out to the course supervisor (listed in the offer), to discuss the position(s).

Applicants must not be pressured to take one position over another.

- d) Once a signed offer letter has been returned, Human Resources will notify the course supervisor, program chair, or designate.
- e) Should a GTA wish to terminate a contract, they must give ten (10) working days' notice of resignation, as per Article 13.04 of the Collective Agreement.

Step 5: Workload Agreement

- a) The course instructor/supervisor must meet with their newly hired Graduate Teaching Assistant and complete the 'Graduate Teaching Assistant Workload Agreement'. This should be completed within one week after the start of semester.
- b) For positions that occur outside of normal timelines, the workload agreement should be completed within 6 business days of 4d.
- c) Once the Workload Agreement has been completed and signed, a copy must be sent back to Human Resources (GraduateTARecruit@unbc.ca), with copies retained by the student and the supervisor.

Once Step 1 through 5 have been completed, the Graduate Teaching Assistant is ready to begin work.