

Graduate Teaching Assistants Hiring Process

Please follow the below listed steps and timelines for hiring a Graduate Teaching Assistant. As this document is a live working document that is subject to change, please ensure you are using the most up to date version from our website. 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: Graduate TA Request Form

- a) Complete the ‘Graduate Teaching Assistant Request Form and Budget Calculator’ and have it signed by the Program Chair. When completing this form, please ensure you are downloading the newest version from our website.
- b) Submit the form to Human Resources via email (GraduateTAREcruit@unbc.ca) or in person. Human Resources will use the information provided in the request form to create the competition file and online posting. Note due dates:

	Due Date
Spring/Summer positions	March 18, 2024
Fall/Winter positions	May 10, 2024

Step 2: Posting of Positions, Access to Applications

- a) Positions developed from GTA request forms will be posted by Human Resources, as received, including late requests.
- b) On March 28 and June 2 (or next business day if on a weekend), 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. The email will state that applications will be reviewed starting on the following dates. Students who wish to be considered for positions should have their applications in to HR by these dates.

Summer/Spring semesters	April 5, 2024
Fall semester	June 28, 2024
Winter semester	September 27, 2024

- c) Positions will be noted on the HR website as filled (GTA has signed an offer letter), pending (offer has been made), or open.
- d) Applicants may contact course supervisors with their questions regarding posted position duties.
- e) Within 2 business days of the dates listed in 2b, a Human Resources Assistant 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 10 business days from when the applications were received.

- b) Late applications will be forwarded to the course supervisor, Program Chair, or designate upon request.

Step 4: Contract

- a) Within 5 business days of receiving the selection in 3a, Human Resources will draft, and send to the appropriate Dean, the Graduate Teaching Assistantship contract (offer letter) based on the details provided on the 'Graduate Teaching Assistant Request Form'.
- b) Once signed by the Dean, the offer letter will be 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, as well as banking information, employment forms, and a valid SIN. The offer email will normally include a deadline date to return the paperwork by in order to be processed for pay by the next payroll deadline. If paperwork is not received by this deadline date, there may be delays in pay.
- 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, within 2 business days.
- 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, the supervisor must send a copy to Human Resources (GraduateTARecruit@unbc.ca) for retention purposes. Copies will also be retained by the student and the supervisor.