



APPLICATION FOR TUTOR-MARKER (TM) POSITION

Semester: _____

Course # for which you are applying to TM: CRIM _____ C

(Please note: All Tutor-Marker positions are for Distance Education courses.)

NAME: _____ STUDENT #: _____

STREET ADDRESS: _____

CITY AND PROVINCE: _____ POSTAL CODE: _____

TELEPHONE (Home): _____ (Cell): _____

E-MAIL ADDRESS (SFU): _____ (Alternate): _____

The School of Criminology will make every effort to accommodate your wishes with respect to TM appointment, however, it is not possible to guarantee an appointment in a specific semester.

1. Is your WebCT training, DONE If so, when? _____ IN PROGRESS NOT GOING TO HAPPEN

2. Have you previous S.F.U./External teaching experience, which you feel might be relevant to the course(s) for which you are applying? If so, specify:

3. Have you practical experience, which you feel might be relevant to the course(s) for which you are applying? If so, specify:

4. Degree(s) held (Major, Date, University): _____

5. For which graduate program are you/will you be registered? M.A. _____ Ph.D. _____

6. Semester of entry to the above program? _____

7. S.F.U. Cumulative Grade Point Average at time of application (if any) is: _____

8. Have you applied for or will you have any other source of income at the University (e.g. Fellowship, Scholarship, Sessional Instructorship) during the semester for which you are making this application?

NO _____ YES _____ (If YES, please specify): _____

Compensation for Tutor-Markers is expressed in terms of "base units" and the number of hours of work required over the course of the semester for *each base unit* is expected to approach but not to exceed *forty-two*. A one-hour tutorial each week for a semester constitutes one base unit and the initial and ongoing preparation for the course constitutes 1.17 base units. Example: an appointment to three one-hour Criminology tutorials each week would be compensated as 4.17 base units with a total workload expected to approach but not to exceed 168 hours [there are no hours of work associated with the 0.17].

NOTE: If you are a student and an employee, and do not hold Canadian citizenship or a permanent resident visa, you are required to hold a valid student authorization and a valid employment authorization. You will need to provide a copy of your student/work VISA.

See reverse for Appointment Priorities, Collection Notice and Required Signature



Freedom of information and protection of privacy: The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)), and the University's policy of Collection of Personal Information (I 10.05). The information is directly related to processing your application for a teaching assistant appointment and for offers of employment for successful applicants. If you have any questions about the collection and use of this information please contact the Director, School of Criminology, Simon Fraser University, 778-782-4305.

TEACHING ASSISTANT/TUTOR-MARKER APPOINTMENT PRIORITIES

Priority for appointment/reappointment as a Teaching Assistant/Tutor-Marker in the School of Criminology is in accordance with Sections F.3, F.4, K.1 and K.2 of Article XIII of the Collective Agreement with the Teaching Support Staff Union (TSSU). Section F4 states:

- F.4 Graduate student priority for appointment as a Teaching Assistant shall be limited as follows:
- a. A student registered at SFU in a master's program or as a qualifying student for a master's program shall not have priority for appointment after having held appointments totaling twenty-five (25) base units.
 - b. A student registered at SFU in a doctoral program or as a qualifying student for a doctoral program who holds a master's degree or equivalent shall not have priority for appointment after having held appointments totaling 40 base units.
 - c. A student registered at SFU in a doctoral program without a master's degree or equivalent shall not have priority for appointment as a GTA 2 after having held appointments totaling 50 base units.
- K.1 Re-employment as a Teaching Assistant
1. To be considered for re-employment, a graduate or undergraduate teaching assistant must maintain:
 - a. satisfactory performance as a teaching assistant,
 - b. satisfactory performance as a student as determined by the department of enrolment.
 2. The re-employment of Teaching Assistants will also depend upon the needs and budget resources of the University.

In allocating Teaching Assistant/Tutor-Marker positions, the School of Criminology will also take into account any or all of the following, *which appear in no particular order*:

1. Progress in the academic program;

In assessing satisfactory progress, the School will take into account:
 - a. the number of semesters in which the student has been registered,
 - b. the number of academic credits satisfactorily completed each semester,
 - c. where applicable, the rate at which progress is being made on the research requirements;
2. Suitability for particular courses (e.g. discipline of prior degree(s), publications, experience);
3. Instructor requests;
4. Number of base units already received that semester (when an additional assignment is being considered);
5. Applicant's preferences; and
6. Special circumstances which justify slower than normal progress toward the degree.

In accordance with the Collective Agreement, the assignment given a Teaching Assistant/Tutor-Marker will not normally be fewer than three (3) or more than seven (7) base units, although it is not possible for the School of Criminology to guarantee applicants an appointment to a particular course and/or to a particular number of tutorials in any given semester.

Student's Signature: _____

Date: _____

Please return completed applications to the Graduate Programs Secretary before the noted deadline.