

DEPARTMENT OF ARCHAEOLOGY
Teaching Assistant and Tutor Marker Priority Policy

Priority is based on the following principles (Article XIII F.2, Collective Agreement):

1. Teaching-related experience in her/his field of study can be of value to a graduate student both in her/his studies and in her/his preparation for a career.
2. The provision of teaching-related employment is an element in the University's financial support of its graduate students.

In hiring teaching assistants and tutor markers, priority for appointment will be given to applicants in the following categorical order (Article XIII F.3, Collective Agreement):

1. Graduate students registered in the department.
2. Graduate students registered in other departments.
3. Undergraduate Teaching Assistants (UTA) or External Teaching Assistants (ETA). Before undergraduate or external applicants are offered positions, each qualified applicant in priority category 1 and 2 must be offered at least five base units, unless the graduate student requests less.

In allocating Teaching Assistant and Tutor Marker positions the Department of Archaeology will take the following into account:

- Incoming graduate students who, in their admission letters, have been offered TAs in their first year of enrollment;
- Amount of graduate student financial support already received to ensure an equitable sharing of University financial support;
- Number of base units already received to ensure sufficient teaching-related experience in her/his field of study.
- Sufficient knowledge in the discipline of the course to interpret the course material (e.g. discipline of prior degree(s), publications, experience, research interests, courses taken) and applicant preferences.
- Employment evaluations from previous TA/TM positions held;

If an assignment within a priority group requires a selection between applicants graduate students without financial support from merit-based scholarships or merit based fellowships during the semester of appointment with a value equal to at least a 5.17 appointment will have priority for the appointment.

Re-employment as a Teaching Assistant or Tutor Marker(Article XIII H, Article XV H, Collective Agreement):

1. To be considered for re-employment, graduate students must maintain satisfactory performance as a teaching assistant or tutor marker.
2. The re-employment of teaching assistants/tutor markers will also depend upon the needs and budget resources of the University.

Approved: Jan 14, 2019