

TA Orientation

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As a teaching assistant (TA), you are a member of CUPE 3903 Unit 1.

The collective agreement can be found at the URL

http:

[//3903.cupe.ca/files/2012/03/92365-1-YU-Unit-1.pdf](http://3903.cupe.ca/files/2012/03/92365-1-YU-Unit-1.pdf)

Blanket Application

- All applicants for TA positions must apply directly and in writing, providing a blanket application and a curriculum vitae.
- Note that a blanket application, to be considered, must be submitted between November 15 and January 31 (or by the next business day if January 31 falls on a weekend) and shall apply to all positions in the hiring unit for academic sessions that commence during the twelve months following January 31.
- The blanket application form can be found in the collective agreement.

- Tutor 3 (marker/grader) shall be defined as an individual who marks and grades students work, and who may perform related duties such as consultation with students and invigilation.
- Note that this includes consultation with students in the lab and invigilation.

TA Responsibilities

- Please be on time.
- Be available for your TA duties.
- In case of conflict with courses, advise the course director (CD) as soon as possible.
- In case of absence, inform the CD as soon as possible.
- Respond to CDs emails promptly (within 24 hours).
- Finish marking by the deadline.
- Mark neatly.

TA Responsibilities

- Complete TA workload form with the CD.
 - CD meets with TA to complete form.
 - CD communicates expectations to TA.
- Keep track of the number of hours.
- Be aware of the course schedule and schedule your time accordingly.

- There are limits on the amount of time a TA can be away.
- In most cases, a (written) request in advance is required.
- Consult article 17 of the collective agreement.

CDs Complaints

- CD documents a TAs failure to perform their duties (absence, late arrival, missed deadlines, etc.).
- CD emails a complaint to the Undergraduate Program Director (UPD) Prof. Eric Ruppert (ruppert@eecs.yorku.ca).
- UPD informs the TA and Graduate Program Director (GPD) of the complaint.
- UPD arranges a meeting with the following participants: UPD, GPD, CD, and TA.

- TA emails a complaint to GPD (gpd@eecs.yorku.ca).
- GPD informs UPD and CD of the complaint.
- GPD arranges a meeting with the following participants:
UPD, GPD, CD, and TA.

For more serious matters . . .

- Grievance: consult article 6 of the collective agreement.
- Discipline: consult article 8 of the collective agreement.

For students who started their studies this term, please complete

- Health and safety orientation
- WHMIS I or II (needs to be completed every three years)
- Yorks academic integrity tutorial