

FACULTY OF ARTS, HUMANITIES, AND SOCIAL SCIENCES
NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR
Winter Term 2017

01-01-150 Effective Writing II

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the **Faculty of Arts, Humanities, and Social Sciences** invites applications for TA positions in the Winter 2017 term. The Dean's Office projected TA Funding Allocation for 2016-2017 is 208,000. The specific number of TA hours assigned to each section is based on enrolment.

The following course may utilize a Teaching Assistant for **Winter 2017**:

Course #	Time and Location	Exam Time	# of Projected Positions & Hours Per Position	Duration of Position
01-151 Section 1	M 4:00 – 4:50pm DH 361	April 11, 2017 at 8:30am	Approximately 30 TA positions of 100 hours each	Jan. 1 to Apr. 30
01-151 Section 2	M 5:00 – 5:50pm EH 186			
01-151 Section 5	T 4:00 – 4:50pm CN G100			
01-151 Section 6	T 5:00 – 5:50pm CN G100			
01-151 Section 9	W 4:00 – 4:50pm EH 186			
01-151 Section 10	W 5:00 – 5:50pm EH 186			
01-151 Section 11	W 5:00 – 5:50pm DH 361			
01-151 Section 12	W 6:00 – 6:50pm BB 113			
01-151 Section 13	R 4:00 – 4:50pm DH 361			
01-151 Section 14	R 5:00 – 5:50pm CN G100			
01-151 Section 15	R 5:00 – 5:50pm DH 255			
01-151 Section 16	R 6:00 – 6:50pm BB 113			
01-151 Section 17	F 9:00 – 9:50am CN G100			
01-151 Section 18	F 10:00 – 10:50am BB 113			
01-151 Section 19	F 10:00 – 10:50am DH 355			
01-151 Section 20	F 11:00 – 11:50am DH 355			

Expected TA Duties:

- Attending scheduled lab classes and assisting instructor with in-class activities (**two** 50-minute labs per week)
- Assisting students during office hours (1 hour per week)
- Proctoring exams
- Marking assignments and exam
- Providing online assistance to students as needed

Eligibility Requirements:

TA appointments shall be offered in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered student:

- Must be registered for the term of work at the time of hiring
- Must maintain registration throughout the term and must be in good standing in the degree program

Note that Teaching Assistants cannot be employed for more than 100 hours per semester total. If you already hold or have applied for another TA position (in this or another department) note that the total combined hours for all TA appointments held in all departments cannot exceed 100 hours.

Required Essential Qualifications:

- A minimum major average of 70% (B-) and a cumulative average of 60% (C-)
- Completion of 01-150 and 01-151 with a grade of 73% (B) or higher in each course
- Applicant must be available to proctor the final exam
- Applicant must be available to attend weekly lab classes
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (interviews may be conducted)

Preferred Qualifications:

- Applicants who have achieved 80% (A-) or higher in both 01-150 and 01-151
- Applicants with demonstrated knowledge of online teaching technology
- Applicants with previous TA experience in 01-150 or 01-151, and a positive evaluation will be considered first, in accordance with article 12:04

Application forms are available from Room 208B Chrysler Hall Tower. Applications are due to the office by **Monday, December 5, 2016.** Return completed application with a recent (unofficial) transcript to:

Associate Dean's Office, Academic and Student Affairs
Faculty of Arts, Humanities, and Social Sciences, Room 208B Chrysler Hall Tower
University of Windsor, Windsor, Ontario N9B 3P4

All positions are subject to sufficient enrolment and final budgetary approval.