

NOTICE OF APPOINTMENT TO ASSISTANTSHIP



Check off if this supersedes an earlier contract : ☐

Departmental account number (must be 30 digits): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
(new employees: contact Human Resources)

Department: \_\_\_\_\_ Course Number(s): \_\_\_\_\_

**Graduate Assistant**    PhD student ☐ (limit 140 hours per term)    Master II student ☐ (limit: 140 hours per term)    Check off if grace term: ☐ (Faculty Dean approval required, attach approval form)

**Teaching Assistant**    TA I (Years 1 and 2) ☐ (limit: 100 hours per term)    TA II (Year 3 and 4) ☐ (limit: 100 hours per term)

Attach the TA III Memo for any TA III appointments:

TA III Master’s ☐ (limit: 100 hours per term)    TA III PhD ☐ (limit: 100 hours per term)    TA III Undergraduate ☐ (limit: 100 hours per term)    TA III Non-student ☐ (limit: 100 hours per term)    Master’s Qualifying (MI) ☐ (limit: 110 hours per term)

**\*\*REQUIRED\*\*** Check to confirm that student is registered for the term hired: ☐

START DATE\*: \_\_\_\_\_ END DATE: \_\_\_\_\_

\*Please note that this is a proposed start date only. Student must not begin work on this date unless student has received their Authorization to Commence GA/TA Duties email from Human Resources. Late receipt of student information to HR will result in an amended later start date.

HOURLY RATE: \_\_\_\_\_ NUMBER OF HOURS: \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_  
(Inclusive of vacation pay)

Graduate Studies & Human Resources Use Only  
Start Date If Amended: \_\_\_\_\_

- Note the following:**
- Form 1 – Description of Duties and Allocation of Hours must be completed prior to commencement of duties
  - The total combined hours per term for all GA/TA appointments held in all departments must not exceed: 100 hours (TA I, II, III); 110 hours (MI); 140 hours (GA)
  - A full-time graduate student may not be employed for more than 240 hours total for all University-related employment during the term, including a GA appointment
  - Graduate students may not be employed as a Sessional Instructor and a GA in the same term
  - All GAs must remain enrolled full-time for the duration of the appointment
  - All international TAs must be registered full-time for the duration of the appointment
  - This appointment is governed by the CUPE 4580 GA/TA Collective Agreement and may be subject to change
  - All Notices of Appointment must be approved through the GA/TA Approval Workflow by the AAU Head and the Dean of Graduate Studies.
  - After the appointee signs this form it is to be submitted to their department.
- NOTE: Students cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.**

I acknowledge that I have read and understood the information on this form:

Signature of Appointee  
Please keep a copy of this form for your records

UWindsor Email Address  
(alternate may be provided by a non-student)

Date

☐ I UNDERSTAND THAT I MUST NOT BEGIN WORK UNTIL THIS APPOINTMENT IS APPROVED BY GRADUATE STUDIES AND HUMAN RESOURCES

☐ I CONFIRM THAT I HAVE REGISTERED IN THE SEMESTER THAT I PLAN TO HOLD THIS NOTICE OF APPOINTMENT TO ASSISTANTSHIP

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