

DEPARTMENT OF ENGLISH AND CREATIVE WRITING

NOTICE RE: PROJECTED UNDERGRADUATE TEACHING ASSISTANT (TA) POSITIONS FOR SUMMER TERM 2026

In accordance with Article 13:01 of the [CUPE 4580 collective agreement](#) the Department of English and creative Writing invites applications for the following projected TA positions for Summer term 2026.

Projected positions and hours are subject to change and contingent upon sufficient enrolment and final budgetary approval.

<u>Course code and course name</u>	<u># of projected TA positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1010 Academic Writing	4 TAs for 100 hrs each	May 4, 2026 to June 30, 2026
ENGL 1010 Academic Writing	4 TAs for 100 hrs each	June 22, 2026 to Aug.31, 2026

Expected TA duties:

Projected duties are in accordance with article 15:03 and may include but are not limited to the following:

- Attending in-person classes and assisting instructor (160-minute class per week)
- Assisting students during in-person office hours (2 hours per week)
- Attending TA orientation and marking training sessions
- Marking writing assignments
- Providing in-person/online assistance to students as needed
- Assisting in course preparation

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources (email titled “Authorization to Commence GA/TA Duties”, article 13:05).

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most classes across the University are held face-to-face on campus, and even online classes may require on-campus face-to-face duties.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 13:04 of the CUPE4580 Collective Agreement. To be eligible for employment as a Teaching Assistant in the term of support you must be a **registered undergraduate 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
- must be legally eligible to work in Canada on campus with a valid social insurance number. International students must hold a valid study permit and meet all IRCC regulations to accept employment on campus.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 15 of the CUPE 4580 Collective Agreement. 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 for the Summer term period (May 1st to Aug. 31th).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- A minimum major and cumulative average of 70%
- Semester 5 or above standing (successful completion of 20 or more courses)
- Completion of GART 1500 Effective Writing I and GART 1510 Effective Writing II/ENGL 1002 Writing About Literature/ENGL 1010 Academic Writing with a grade of 80% or higher in each course
- Applicant must demonstrate proficiency in written English and academic writing (on application)
- Applicant must demonstrate proficiency in communicating orally in English (interviews may be conducted)
- Applicant must have computer and internet access

Preferred qualifications:

- Applicants with previous TA experience in GART 1500 Effective Writing I or GART 1510 Effective Writing II/ENGL 1010 Academic Writing and a positive evaluation will be considered first
- Preference will be given to qualified applicants who are majoring in English & Creative Writing

How to apply:

Application forms are available from the following webpage: <https://www.uwindsor.ca/english/409/assistant-postings>

Completed applications must be submitted via email to: jluft@uwindsor.ca

For any questions please contact: jluft@uwindsor.ca

Deadline for receiving applications: Monday March 30, 2026

The university is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHCRM).

Date posted: March 23, 2026 <https://www.uwindsor.ca/english/409/assistant-postings>