

DEPARTMENT OF ENGLISH AND CREATIVE WRITING
NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement, the **Department of English and Creative Writing** invites applications for TA positions in the Fall 2025 term.

The total number of projected Teaching Assistantship positions for Fall term 2025 is 14 TA positions for a total of 1,400 hours. All positions are subject to sufficient enrolment and final budgetary approval.

The following course may utilize a Teaching Assistant for **Fall term 2025**:

Course # and Course Name	# of Projected Positions & Hours Per Position	Duration of Position
ENGL-1010 Academic Writing	Approximately 14 TA positions of 100 hours each	September 2, 2025 to December 31, 2025

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class hours and locations.

Expected TA duties:

Projected duties are in accordance with article 14:03 and may include but are not limited to the following:

- Attending in-person classes and assisting instructor (80-minute class per week)
- Assisting students during in-person office hours (1 hour 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”).

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 or have a face-to-face component 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 and to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

TA appointments shall be offered in accordance with the criteria specified in Article 12:04 of the CUPE 4580 Collective Agreement.

To be eligible for a Teaching Assistantship 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 and a valid study permit.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 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 TA hours for the Fall term period (September 2 to December 31).**

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 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 and a positive evaluation will be considered first, in accordance with article 12:04
- 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: Marissa Reaume (mreaume@uwindsor.ca) and Alex Gayowsky (alexg@uwindsor.ca).

For any questions, please contact: mreaume@uwindsor.ca and alexg@uwindsor.ca.

Deadline for receiving applications: Monday, July 7, 2025

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

Date Posted: Monday, June 23, 2025