

DEPARTMENT OF ENGLISH AND CREATIVE WRITING

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2023

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of English and Creative Writing invites applications for TA positions for Fall term 2023.

The total number of projected Teaching Assistantship positions for Fall term 2023 is 1 TA position for a total of 100 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Fall term 2023:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1001-93 Composition (online)	1 TA for 100 hrs	Oct. 16 2023 - Dec. 31 2023

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

Expected TA duties:

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most Fall term 2023 classes across the University are expected to be held face-to-face on campus or have a face-to-face component. Refer to the University's [Return to campus webpage](http://www.uwindsor.ca/returntocampus) (www.uwindsor.ca/returntocampus) for current health and safety regulations.

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 to qualified applicants in accordance with the criteria specified in Article 12:04 of the CUPE4580 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

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 hours for the Fall term period (Sept. 1st to Dec. 31st).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Enrolled in an honours in English B.A. or equivalent
- Excellent academic standing

- Must be available to attend courses/exams at the specified times
- Must have good communication skills
- TA employees are expected to make themselves available to report all assigned duties both on-campus and online.

Preferred qualifications:

- Semester 5 or above standing
- Candidates will ideally own a device capable of running the Outlook Teams platform for classes
- Have a reliable Internet Access
- Possess or acquire proficiency with the University's LMS Brightspace and its various tools and function

Application forms are available from the following webpage: <https://www.uwindsor.ca/english/>
Completed applications must be submitted via email to: Monika Burdzy at mburdzy@uwindsor.ca
For any questions please contact: Monika Burdzy at mburdzy@uwindsor.ca

Deadline for receiving applications: Friday, September 22, 2023, at 3:00 pm

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: September 18, 2023