

## FACULTY OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

### **NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR INTERSESSION/SUMMER TERM 2024**

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 Intercession/Summer term 2024.

The total number of projected Teaching Assistantship positions for Intercession/Summer term 2024 is 8 TA positions for a total of 800 hours. All positions are subject to sufficient enrolment and final budgetary approval.

The following course may utilize a Teaching Assistant for **Intercession/Summer term 2024**:

Course # and Course Name	# of Projected Positions & Hours Per Position	Duration of Position
GART 1500-91 Effective Writing I	Approximately 4 TA positions of 100 hours each	May 1, 2024 to June 30, 2024
GART 1510-91 Effective Writing II	Approximately 4 TA positions of 100 hours each	June 24, 2024 to August 31, 2024

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

#### **Expected TA Duties:**

- Attending virtual classes and assisting instructor (1 hour and 50-minute classes per week)
- Assisting students during virtual office hours (2 hours per week)
- 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. Refer to the University’s 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 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

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) make note that the **total combined hours** for all TA appointments held in all departments **cannot exceed 100 TA hours for the Intercession/Summer term period (May 1 to August 31)**.

#### **Required Essential Qualifications:**

- A minimum major and cumulative average of 70%
- Completion of GART-1500 and GART-1510/ENGL-1002 with a grade of 75% 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:**

- Preference will be given to qualified applicants who have completed both GART-1500 and GART-1510/ENGL-1002 with a grade of 80% or higher
- Applicants with previous TA experience in GART-1500 or GART-1510 and a positive evaluation will be considered first, in accordance with article 12:04

Application forms are available from <http://www.uwindsor.ca/fahss/695/GA-TA-effective-writing-posting>.

Completed applications must be submitted via email to: Marissa Reaume ([mreaume@uwindsor.ca](mailto:mreaume@uwindsor.ca)) and Alex Gayowsky ([alexg@uwindsor.ca](mailto:alexg@uwindsor.ca)).

For any questions, please contact [mreaume@uwindsor.ca](mailto:mreaume@uwindsor.ca) and [alexg@uwindsor.ca](mailto:alexg@uwindsor.ca).

Deadline for receiving applications: **Thursday, April 4, 2024**

*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: Thursday, March 21, 2024