

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:

PERIOD: from _____ to _____

HOURLY RATE: _____ NUMBER OF HOURS: _____ TOTAL AMOUNT: \$ _____
(inclusive of 4% vacation pay)

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. A copy of the collective agreement is available from the [HR website](#) or from the [CUPE4580 website at www.4580.cupe.ca](#)

- 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: For those students that require a valid study permit and SIN, please be advised that they must not commence working until such time that this appointment has been approved by the Dean of Graduate Studies AND a valid study permit and SIN has been provided to the Department of Human Resources.

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

Signature of Appointee

Date

Please keep a copy of this form for your records

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