

# 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:

START DATE\*: \_\_\_\_\_ END DATE: \_\_\_\_\_

\*Please note that this is a proposed start date only. Student must not begin work on this date unless student has received their Authorization to Commence GA/TA Duties email from Human Resources. Late receipt of student information to HR will result in an amended later start date.

HOURLY RATE: \_\_\_\_\_ NUMBER OF HOURS: \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_  
(Inclusive of vacation pay)

**Graduate Studies & Human Resources Use Only**  
Start Date If Amended: \_\_\_\_\_

**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)
- Full-time graduate students are permitted to work up to 24 hours per week. The 24 hour limit per week includes income from all employment sources within the University, 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
- 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: Students cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.**

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

_____ Signature of Appointee <small>Please keep a copy of this form for your records</small>	_____ UWindsor Email Address (alternate may be provided by a non-student)	_____ Date
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- I UNDERSTAND THAT I MUST NOT BEGIN WORK UNTIL THIS APPOINTMENT IS APPROVED BY GRADUATE STUDIES AND HUMAN RESOURCES
- I CONFIRM THAT I HAVE REGISTERED IN THE SEMESTER THAT I PLAN TO HOLD THIS NOTICE OF APPOINTMENT TO ASSISTANTSHIP

**PRINT**