

Memo re TA III positions:

When sending a TA III contract to Graduate Studies for approval, please append the following memo signed by the AAU Head or designate:

To: Dean of Graduate Studies and Quality Assurance

Re: TA III appointment for:

Semester:

Department:

We confirm that the following procedures and requirements for hiring TA III assistants have been met, per the CUPE 4580 collective agreement:

- *all TA III appointments:* in accordance with the TA III definition in Article 1:

In the event that a Teaching Assistantship position cannot be filled by a qualified TA I or TA II applicant, Teaching Assistant III positions shall be awarded in the following order:

- i. When there is a **Graduate Assistant in the program**, who is in good standing, and who has not been appointed for that term (*i.e. a Graduate Assistant who is eligible for GA support and who has received no more than 7 terms of support (doctoral) and no more than 3 terms (Master's).*)
Such appointment will not trigger the application of the commitments prescribed in Article 13:01 or 14:02. Such appointment will be paid at the appropriate GA rate of pay.
 - ii. When there is a **student holding an undergraduate degree and not enrolled in a graduate program**, including a student holding a Master's Qualifying (MI) status.
 - iii. When there is a **person holding an honours degree and not enrolled in any University of Windsor program**. Such person will be appointed provided there are no qualified students, as described in (i) and (ii) above, who have applied for the position.
- *TA III non-students only (iii above):* In accordance with Article 3:03, if a TA III applicant is appointed under (iii) above, the position requires specialized skills and knowledge and there are no qualified students (graduate or undergraduate) available to perform these functions/duties.

AAU Head (or designate):

AAU Head (or designate name):

Date: