DEPARTMENT OF BIOLOGY

NOTICE RE: PROJECTED UNDERGRADUATE TEACHING ASSISTANT (TA) POSITIONS FOR WINTER TERM 2027

In accordance with Article 13:01 of the CUPE 4580 collective agreement the Department of Biology invites applications for the following projected TA positions for Winter term 2027.

Projected positions and hours are subject to change and contingent upon sufficient enrolment and final budgetary approval.

Course code and course name	# of projected TA positions and # of hours per position	Duration of position
BIOL 1111 Biological Diversity	6 TAs for 100 hours each	January 5, 2027 – April 30, 2027
BIOL 2071 Introductory Microbiology & Techniques	12 TAs for 100 hours each	January 5, 2027 – April 30, 2027
BIOL 4262 Animal Communication	2 TAs for 100 hours each	January 5, 2027 – April 30, 2027

Expected TA duties:

Projected duties are in accordance with article 14:03 and may include but are not limited to the following:

- Setting up testing material on Brightspace, including manage grades, grading test and assignment submissions.
- Interacting with students in the virtual environment through Brightspace, in the role of TA and/or interacting with students in a laboratory environment.

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", article 13:05).

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, and even online classes may require on-campus face-to-face duties.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as 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 13:04 of the CUPE4580 Collective Agreement. To be eligible for employment as a Teaching Assistant in the term of support 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
- must be legally eligible to work in Canada on campus with a valid social insurance number. International students must hold a valid study permit and meet all IRCC regulations to accept employment on campus.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 15 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 Winter term period (Jan 1st to Apr. 30th).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Background in Biological Sciences (Ecology, Cell Molecular)
- Must have taken the course with a minimum of 80%
- Must have a GPA of at least 80%
- Ability to honor deadlines and work with the course instructor and co-workers to design questions for online assignments and testing and to mark assignments
- Must be available to attend courses/labs/exams at the specified times, as required by the course instructor
- For duties that are performed remotely: must have access to a computer with a reliable internet connection with video and audio capabilities; must be familiar with Brightspace and MS Teams or be able to acquire knowledge through training.

How to apply:

Application forms are available from the following webpage: Microsoft Word - application_for_assistantship.doc
Completed applications must be submitted via email to Nia Khuong, the Graduate Secretary of the Department of Biology at BIOSCIGRAD@uwindsor.ca
For any questions, please contact Nia Khuong at BIOSCIGRAD@uwindsor.ca

Deadline for receiving applications: November 25th, 2026

The university is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHCRM).

Date posted: November 11, 2026