

DEPARTMENT OF PHYSICS

NOTICE RE: GRADUATE ASSISTANT (GA), TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2023

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Physics invites applications for GA positions for Fall term 2023.

The total number of projected Teaching and Graduate Assistantship positions for Fall term 2023 is approximately 17 GA's or 33 TA's for a total of 2310 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for the Fall term 2023:

| <u>Course # and course name</u> | <u># of projected positions and # of hours per position</u> | <u>Duration of position</u> |
|---|---|---|
| PHYS 1300 – 01 Physics for Life Sciences I | 4 GA's @ 140 hrs each OR 8 TA's @ 70 hrs each | September 5 th to December 31 st , 2023 |
| PHYS 1400 – 01 Introductory Physics I | 13 GA's @ 140 hrs each OR 25 TA's @ 70 hrs each | September 5 th to December 31 st , 2023 |

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class and exam hours and location.

Expected GA duties: may include but are not limited to the following: **Training, Orientation, Virtual or in person meetings, Review and Preparation of Audio/Visual materials for Labs and/or Tutorials, Presentation of experiments including set up and clean up, running samples for data analysis to be used in the lab, Attending Tutorials/Lab presentations, Consultation with Students, Manage Brightspace discussion board, Preparing Outreach Assignments, Preparing quizzes, Marking quizzes/tests/exams/papers, Entering grades, Assisting with SET's, proctoring, and other duties as required.**

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.

GA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most Fall term 2023 classes across the University are expected to be held face-to-face on campus or have a face-to-face component. Refer to the University's [Return to campus webpage](http://www.uwindsor.ca/returntocampus) (www.uwindsor.ca/returntocampus) for current health and safety regulations.

Eligibility requirements:

Note that a student must maintain **fulltime** registration throughout the term and must be in good standing in the degree program in order to hold a Graduate Assistantship. A full graduate assistantship requires an average of 10 hours per week for a maximum of 140 hours per semester. GA appointments cannot exceed **140 hours total for the Fall term period (Sept. 1st to Dec. 31st)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details. **TA's may work a total of 100 hours maximum for the whole semester**. 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.

Required essential qualifications:

Successful applicants must meet all essential qualifications.

Students who have taken the course and held a minimum of A- or higher will be given preference; must have good communication skills; must be available to attend courses/labs/exams at the specified time.

Successful applicants will be required to attend the Physics department GA/TA orientation prior to the commencement of labs.

Preferred qualifications: *Preference will be given to qualified applicants who have taken a course or have had prior experience with projects that include writing technical instructions and reports; preferred GA/TA experience in this course or another related course.*

Application forms are available from the following webpage:

Completed applications must be submitted via email to: Kimberly Lefebvre kimber1@uwindsor.ca

For any questions please contact: Kimberly Lefebvre by email: kimber1@uwindsor.ca or teams chat.

Deadline for receiving applications: July 20th, 2023

Note that Graduate Assistants must apply each term by the application deadline, in accordance with Article 13:

"With respect to those students who have applied for and been accepted for Assistantships, the Assistant will not be paid for any shortfall of hours at the end of their respective program, provided the University has satisfied its obligation to post available positions each term in writing and on the AAU website and to offer the minimum terms of support in accordance with Article 13:01 (a) & (b) **and provided that the Assistant has applied in writing or via e-mail by the application deadline for each term until they have received the minimum terms of support in accordance with Article 13:01 (a) & (b).**"

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: July 13th, 2023