

Teaching Assistants

Procedures for Employment in CUPE Local 2278 (TA Component)
Faculty of Forestry, University of British Columbia
2019/2020 Winter Session (September 2019 – April 2020)

Deadline for posting positions: March 31, 2019
Deadline for applications: April 30, 2019
[Department administration \(for postings, application forms and further information\):](#)
Forest & Conservation Sciences - FSC 3041

Definitions of Positions (Collective Agreement – Schedule A):

1. Senior Teaching Assistant (STA) – Graduate student who is registered in a master's or doctoral program at the University of British Columbia and is required by the University to perform lead hand duties as a Teaching Assistant. These duties typically include coordinating other Teaching Assistants and providing guidance, technical knowledge, and subject matter expertise to other Teaching Assistants.
2. Graduate Teaching Assistant I (GTA 1) – Graduate student who holds a master's degree and/or is registered in a doctoral degree program at the University of British Columbia or who is a student who holds a master's or doctoral degree in the posted discipline.
3. Graduate Teaching Assistant II (GTA 2) – Graduate student who holds a bachelor's degree and is registered at the University of British Columbia in a master's degree program or who is a student who holds a bachelor's degree in the posted discipline.
4. Undergraduate Teaching Assistant I (UTA 1) – Undergraduate student who is registered in a bachelor's degree program at the University of British Columbia who is required to perform Teaching Assistant Duties with substantial student contact.
5. Undergraduate Teaching Assistant II (UTA 2) – Undergraduate student who is registered in a bachelor's degree program at the University of British Columbia who performs Teaching Assistant Duties without substantial student contact.
6. Marker – A Marker is an employee appointed to a position which involved only objective ("key-type") marking duties.
STA, GTA 1, GTA 2, UTA 1 and UTA 2 positions are required to be available to invigilate assignments during examination periods (for exceptions – Article 14.06).

Position Percentages Based on Hours Per Week:

12 hours per week (total 384 hours September – April, 32 weeks) – 100%

6 hours per week – 50%

4 hours per week – 33%

STA - \$13,599.34; GTA 1 - \$12,709.47; GTA 2 - \$12,229.86

UTA 1 - \$6,832.39; UTA 2 – 6,100.36; Marker - \$5,852.66

Application forms and attachments are submitted to the administering Department Office. Student eligibilities (registration, preferred status, complete application package) are verified and qualified applicant packages given to instructors. The instructor selects a student and the Department Office notifies the student in writing. Students may be considered, if qualified, for positions that they did not list on their application form. Offers of employment will be issued in writing no later than August 7th. The student shall accept or decline in writing no later than 10 working days from the date of the offer. If there are unfilled positions, they will be posted a second time.

Positions posted are available subject to course enrollments, provision of funds and application of suitable candidates. The University of British Columbia hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply. Candidates should discuss any position of interest with the instructor to determine special requirements prior to submitting an application.

Preferred candidates will be determined in accordance with the Collective Agreement, Articles 13.01 – 13.04. Preferred candidates (or reappointments) are full-time students in the Faculty of Forestry, (or Faculty of Graduate Studies interdisciplinary program), who submit applications for the posted session, have relevant qualifications and have previous satisfactory performance as a Teaching Assistant. Students are members of the Bargaining Unit from the date of their appointment.

It is strongly recommended that all GTA employees take one of the Graduate Student Instructional Skills Workshop (ISWs), offered by the Centre for Teaching & Academic Growth (www.tag.ubc.ca).