

Graduate Teaching Assistants Hiring Process

Please follow the below listed steps and timelines for hiring a Graduate Teaching Assistant. Note that as per Article 26.06 of the CUPE 2278- 03 Agreement, a Graduate Teaching Assistant is “Any UNBC student assigned a Graduate Teaching Assistant contract”

Step 1: TA Request Form

- a) Complete the ‘Graduate Teaching Assistant Request Form and Budget Calculator’ and have it signed by the Program Chair. When completing this form, please ensure you are downloading the newest version from our website.
- b) Submit the form via email to GraduateTAREcruit@unbc.ca. The information provided in the request form is used to create the competition file and online posting. Please check the Career Opportunities Graduate teaching assistant postings page for GTA Request submission deadlines.

Step 2: Posting of positions, access to applications

- a) GTA request forms will be processed as soon as possible and be posted on the Career Opportunities Graduate teaching assistant postings page.
- b) At the beginning of March, June, and October, the Talent Acquisition Team will email the Office of Graduate Programs that positions have been posted, and the Office of Graduate Programs will send an email to the UNBC Graduate Student list to inform students of GTA opportunities. The email will state that applications will be reviewed after the closing date stated on the postings sheet. Students who wish to be considered for positions should have their applications in to GraduateTAREcruit@unbc.ca by the dates listed on the posting sheet.
- c) The status of posted positions will be noted on the sheet as filled (GTA has signed an offer letter), pending (offer has been made), or open.
- d) Applicants may contact course supervisors with their questions regarding posted position duties.
- e) Within 2 business days of the posting closing, the Talent Acquisition Team will email the applications to the course supervisor or designate.

Step 3: Selection of Graduate TA

- a) The course supervisor, Program Chair, or designate will review the applications, make their selection, and inform GraduateTAREcruit@unbc.ca within 10 business days from when the applications were received.
- a) Late applications will only be forwarded to the course supervisor, Program Chair, or designate upon request.

Step 4: Contract

- a) Within 5 business days of receiving the selection in 3a, the contract (offer letter) will be drafted, and sent to the appropriate Dean for signatures, based on the details provided on the 'Graduate Teaching Assistant Request Form'.
- b) Once signed by the Dean, the offer letter will be returned to GraduateTAREcruit@unbc.ca, and then emailed to the successful applicant with the course instructor, Program Chair, and/or designate copied. The applicant will be instructed to return a signed copy of the offer letter, as well as banking information, employment forms, and a valid SIN. The offer email will include a deadline date to return the paperwork by in order to be processed for pay by the next payroll deadline. If paperwork is not received by this deadline date, there may be delays in pay and access.
- c) In cases where students are offered more than one contract and need to make a choice, they may reach out to the course supervisor (listed in the offer), to discuss the position(s). Applicants must not be pressured to take one position over another.
- d) Once a signed offer letter has been returned, the Talent Acquisition Team will notify the course supervisor, program chair, or designate, within 2 business days.
- e) Should a GTA wish to terminate a contract, they must do so as per Article 13.04 of the Collective Agreement.

Step 5: Workload Agreement

- a) Please see Article 12.02 in the CUPE 2278 Collective Agreement for information regarding the completion of the Workload Agreement.

Step 6: Mandatory TA Training

- a) Each new TA must complete mandatory TA training per Article 25.01 in the CUPE 2278 Collective Agreement.
- b) Funding for TA training comes out of the Chair's budget.
- c) An additional hours' form is to be filled out and sent to payroll.