

## **DEPARTMENTAL GUIDELINES FOR TEACHING ASSISTANTS**

The Department of Chemical Engineering and Applied Chemistry hires a number of graduate students to assist its academic staff in teaching undergraduate courses during the Fall and Winter terms. Teaching Assistantship positions will be available for two years for M.A.Sc. students and four years for Ph.D. students enrolled in their programs respectively. Priority will be given to graduate students registered in our Department; postdoctoral fellows are encouraged to apply. Should we be unable to fill a TA position with a graduate student enrolled in our Department, we will consider prospective graduate students who have been accepted into our Graduate Department and/or additional notices will be posted, as far ahead as possible, within the Faculty of Applied Science and Engineering.

M.A.Sc. students in their first two years of study and Ph.D. students in their first four years of study that are **registered** in the Department of Chemical Engineering and Applied Chemistry are guaranteed approximately 40 hours of TA work. It is not compulsory that a student accept a TA position. Students **must** discuss with thesis supervisor before accepting a TA position. **All new graduate students and post doctoral fellows must attend a laboratory safety course in September, pass the laboratory safety exam, and attend a mandatory TA training session offered by the Faculty in order to TA.**

The Department has a ~10,000 hr TA budget, as well as ~200 graduate students. The typical graduate student receives ~75 TA hrs per annum (Fall/Winter/Summer Terms). All TA selections must be approved by the Associate Chair and Undergraduate Coordinator, prior to their becoming effective.

The TA hiring procedure is as follows:

1. TAs eligible for subsequent appointments shall be the only TAs assigned to the same course(s) they taught the previous year unless the TA Financial Service Officer (Julie Mendonça, julie.mendonca@utoronto.ca) is informed by the supervisor or the teaching assistant otherwise. Each TA eligible for subsequent appointments will receive an email, prior to the start of each new academic year (typically by April 30<sup>th</sup>) to pick-up a letter to confirm their intention to take up the second, third, or fourth appointment. TAs who fall into the subsequent appointment category have 20 working days of the date of the department's request to submit their written response.
2. All vacant Fall and Winter TA positions will be posted at the same time in mid-June. Deadlines for accepting TA applications will range from mid-July to the last Friday of July for the Fall term and the last Friday of November for the Winter term. Applications received after these dates will be considered for any other Teaching Assistant positions that become available at a later date. Positions are posted on the bulletin boards of the Graduate Common Room (WB247) and by the Departmental Office (WB217) as well as via email. All courses will be posted for all graduate students in the Department of Chemical Engineering and Applied Chemistry; some courses will be posted to graduate students in other departments, as deemed appropriate by the Associate Chair and Undergraduate Coordinator.
3. All first-time and returning Teaching Assistants or students seeking new/different TA positions must complete the "Application for Teaching Assistantship" available at [www.chem-eng.utoronto.ca](http://www.chem-eng.utoronto.ca) and submit it to Julie Mendonça (address provided on the application form). The TA applications will then be distributed to the course supervisors specified on the application form. The course supervisor will contact the applicants via email to discuss the course requirements and TA hours. Please bring to the interview a 1- page resumé. Selection for a TA position is based on a variety of factors including knowledge of the course material, academic qualifications and communication ability. **The Course supervisor must not make any verbal or written offers to TAs.** Once a decision has been reached, the course supervisor will provide Julie with the names of the TAs they wish to hire. TAs will then be notified by email of the hiring decision to which they are to acknowledge either acceptance or decline the TA position. **Note: No other forms of offers will be considered binding.**
4. Graduate Students are required to take CHE3000H, which runs both fall and winter terms on Wednesday between 12:30 and 14:00, as well as CHE2011S, which runs during the winter term (date and time TBA). It is the student's responsibility to ensure that their TA assignment does not conflict with these courses. If a conflict occurs, the student must first consult the CHE3000H webpage on Blackboard and then contact the Graduate Coordinator for appropriate arrangements. **The academic requirements take priority over any teaching assistantship.**
5. Once **all** the above steps have been completed, a TA contract will be prepared for signatures.
6. All first-time TAs must attend a two-hour (paid) Mandatory TA Training Session which will be available at the beginning of each term. Those affected will automatically be contacted by Julie.