

DEPARTMENT OF ENGLISH AND CREATIVE WRITING

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2024

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of English and Creative Writing invites applications for TA positions for Fall term 2024.

The total number of projected Teaching Assistantship positions for Fall term 2024 is 5 TA positions for a total of 500 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Fall term 2024:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1001-91 Composition	1 TA for 100 hrs	Sept. 3 to Dec. 31 st , 2024
ENGL 1001-92 Composition	1 TA for 100 hrs	Sept. 3 to Dec. 31 st , 2024
ENGL 1001-93 Composition	1 TA for 100 hrs	Sept. 3 to Dec. 31 st , 2024
ENGL 1001-94 Composition	1 TA for 100 hrs	Sept. 3 to Dec. 31 st , 2024
ENGL 4003 Editing Practicum	1 TA for 100 hrs	Sept. 3 to Dec. 31 st , 2024

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

Expected TA duties:

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”).

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 or have a face-to-face component. Refer to the University’s current [health and safety regulations](#).

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams and 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 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship 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

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 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 Fall term period (Sept. 1st to Dec. 31st)**.

ENGL 1001 Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Enrolled in an honours in English B.A. or equivalent
- Excellent academic standing
- Must be available to attend courses/exams at the specified times
- Must have good communication skills
- TA employees are expected to make themselves available to report all assigned duties both on-campus and online.

ENGL 1001 Preferred qualifications

- Semester 5 or above standing
- Candidates will ideally own a device capable of running the Outlook Teams platform for classes
- Have a reliable Internet Access
- Possess or acquire proficiency with the University's LMS Brightspace and its various tools and function

ENGL 4003 Required essential qualifications:

Successful applicants must meet all essential qualifications.

- English major in good standing
- Must be available to attend courses/exams at the specified times
- Must have good communication skills
- TA employees are expected to make themselves available to report all assigned duties both on-campus and online.

ENGL 4003 Preferred qualifications

- Completed ENGL 4003 and ENGL 4004
- Candidates will ideally own a device capable of running the Outlook Teams platform for classes
- Have a reliable Internet Access
- Possess or acquire proficiency with the University's LMS Brightspace and its various tools and function

Application forms are available from the following webpage: <https://www.uwindsor.ca/english/>
Completed applications must be submitted via email to: **Monika Burdzy** at mburdzy@uwindsor.ca
For any questions please contact: **mburdzy@uwindsor.ca**

Deadline for receiving applications: July 26th, 2024 by end of day

<https://www.uwindsor.ca/graduate-studies/458/gata-contract-deadlines>

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 17, 2024