

A HANDBOOK FOR TEACHING ASSISTANTS

2022-2023

HANDBOOK FOR TEACHING ASSISTANTS IN THE DEPARTMENT OF ENGLISH

This handbook is designed to answer some of the basic questions that graduate students may have about Teaching Assistantships in the Department of English.

The Department of English employs Teaching Assistants to lead tutorials and help with marking and course administration in courses taught on the St. George, Mississauga, and Scarborough campuses.

Where possible, students are assigned positions reflecting their qualifications and preferences. Primary appointments are made for the Fall/Winter Session (September-April), for Full (Y) courses and/or Half (F or S) courses. There are also a few positions available for the Summer Session (May – August).

Please address any questions about applications or teaching assistantships in general to Fabienne Michelet:

Professor Fabienne Michelet
TA Co-ordinator
Room 623, Department of English
Jackman Humanities Building
170 St. George Street
eng.ta@utoronto.ca

Please address any questions about payroll and contracts to Kelly Hayward:

Kelly Hayward
Department Manager
Room 611, Department of English
Jackman Humanities Building
170 St. George Street
416-978-3637
kelly.hayward@utoronto.ca

The annual deadline for indicating course preferences for students holding subsequent appointments for Fall/Winter-session courses is **May 1st**.

There is a separate application round for Summer-session TAs, for which the deadline is at the **beginning of April**. A single application covers all 3 campuses for each session.

**DEPARTMENT OF ENGLISH POLICY STATEMENT:
APPOINTMENT OF TEACHING ASSISTANTS COVERED BY THE CUPE
[3902, Unit 1] COLLECTIVE AGREEMENT**

I. APPOINTMENTS

A. Posting of Vacancies

1. Fall/Winter-session TAships: anticipated course offerings for the upcoming Fall/Winter session are announced in March and students holding subsequent appointments indicate their course preferences by May 1st. Once the TAships for all students holding subsequent appointments have been determined, remaining positions to be filled are announced by June 30th.
2. Summer-session TAships: positions to be filled are announced in mid-March.
3. Notices announcing positions to be filled are posted outside rooms JHB 603 and JHB 719, on the Department of English website (under 'Employment') and on the Central HR & Equity Job postings website. They are also distributed on the Graduate English Listserv list with electronic links to the online TAship system where TAs can submit their profiles, course preferences, and applications.

B. Application Procedures

Fall/Winter session

1. All incoming Ph.D. and Creative Writing MA students in the Department of English will be sent a "Request for Information" Form, to be returned by May 1st. In addition, they will have to submit an application form through the online TAship system in early July.
2. Teaching Assistants seeking renewal for their subsequent appointments must indicate their intent to take up their next subsequent appointment and fill out a Course Preference form through the online TAship system (deadline: May 1st). An email will remind them to do so. Teaching Assistants have until August 15th to request a deferral of their subsequent appointment.

Summer session

3. For the Summer session, all students submit their application forms through the online TAship system. The due date for applications is at the beginning of April.
4. All students seeking a Teaching Assistantship in English must provide accurate and complete information for each section on the application form.

C. Selection

1. The planification of Teaching Assistantships is handled by a committee consisting of the Co-ordinator of Teaching Assistants, the Associate Chair for Undergraduate Studies (St. George), the Chair of the Department of English and Drama (University of Toronto Mississauga), the Chair of the Department of English (University of Toronto Scarborough), and the Departmental Chair. The awarding of appointments is made by the Co-ordinator of Teaching Assistants, after consultation with the Associate Chair for Undergraduate Studies (St. George), the Chair of the Department of English and Drama (University of Toronto Mississauga), or the Chair of the Department of English (University of Toronto Scarborough).
2. Hiring criteria: Academic qualifications, the need to acquire experience, previous experience, and, for continuing students, previous satisfactory employment under the provisions of the Collective Agreement. The Department of English considers and implements all these criteria when making appointments. As stipulated by the Collective Agreement, students who have lapsed are ineligible for a TAship appointment.
3. TAship offers are made no later than April 22nd for the Summer session, and no later than August 7th for the Fall/Winter session. Students are notified of the outcome of their applications via the online TAship system.

D. Training

1. TAs in their first appointment are allotted 4 paid hours for training. **Attendance is mandatory.** For 2022-2023, these 4 hours will be spread across two training sessions, one in September (2½ h) and one in October (1½ h) (both will be held at two alternative times. Both are mandatory).

The September session will be held on

Option (1) Wednesday, September 14th, 2022, from 9:30 am to 12:00 pm in JHB 718

or

Option (2) Friday, September 16th, 2022, from 2:00pm to 4:30pm in JHB 616

The October session will be held on

Option (1) Wednesday, October 19th, 2022, from 10:30 to 12:00pm in JHB 718

or

Option (2) Friday, October 21st, 2022, from 1:30pm to 3:00pm in JHB 616

Please respond promptly to the forthcoming e-mail inviting you to indicate which of these sessions you will be attending.

2. TA facilitating tutorials for the first time are allotted 1 paid hour for training. **Attendance is mandatory.** The training session will be held at two alternative times via Zoom.

Round Table for TAs leading tutorials for the first time

Option (1) Monday, September 12th, 2022, from 12:00pm to 1:00pm in JHB 616

or

Option (2) Friday, September 16th, 2022, from 12:00pm to 1:00pm in JHB 616

Please respond promptly to the forthcoming e-mail inviting you to indicate which of these sessions you will be attending.

3. Please also consult the University's Policy on *Conflict of Interest and Close Personal Relations* (<https://www.provost.utoronto.ca/planning-policy/conflict-of-interest-close-personal-relations/>)

E. Graduate Student Funding Policy

1. Almost all PhD and MA Creative Writing students in the Department of English must work some hours as a TA as part of their funding package.
2. The number of hours varies according to other sources of funding but is usually in the range of 160–180 hours. This number is subject to annual monitoring, and changes are incorporated as necessary.

II. REAPPOINTMENTS

- A. According to the current Collective Agreement, doctoral Teaching Assistantships are renewed for five subsequent appointments. After their sixth contractually obligated appointment, PhD students will have the right to additional appointments of at least seventy (70) hours per academic year.
- B. Employees seeking renewal for each subsequent appointment must log onto the online TAsip system and indicate their TAsip intentions. Employees will be reminded to do so by email (in late March). Subsequent appointments are assigned by the TA Co-ordinator in consultation with the Chairs on the 3 campuses. Students seeking subsequent appointments must complete an online "Course Preference Form" in response to the Anticipated Course Offerings announced in March, with a May 1st deadline. On that form, applicants identify both general areas and specific courses in which they wish to work. Due consideration is given to the preferences of applicants as to the nature and location of their TAsip appointments. TAs holding subsequent appointments are informed of what positions have been earmarked for them in late June/early July. Formal TA appointments are made in August and offers are finalised only when TAs have discussed the DDAH (Description of Duties and Allocation of Hours) form with their instructor(s).

- C. Once during the course of an employee's employment in the bargaining unit, an employee shall have the right to defer a subsequent appointment. Upon written request by the employee, additional variation in the consecutive nature of the academic sessions in which an employee is appointed to subsequent appointments (i.e., delaying an appointment to a non-consecutive academic session) may be granted at the sole discretion of the employing Department.

III. PAYROLL

1. After Teaching Assistants have received notice from the TA Co-ordinator of their placement, TAs working on the St. George campus will be contacted by the Department Assistant, Stephanie Ko or Natasha Leghari (416-978-1456, room 602; eng.assist@utoronto.ca) to fill in the required forms for payroll (a signed Payroll Bank Authorization Form for Direct Deposit, Income Tax forms, etc.); on the University of Toronto Mississauga campus, by Sabrin Mohamed, Assistant to the Chair (905-828-3727, UTM Maanjiwe nendamowinan, 5th Floor, RM 5284, edassist.utm@utoronto.ca); and on the University of Toronto Scarborough campus, by Sara Taghinia, Acting Undergraduate Coordinator (647-601-4557, Humanities Wing, Room HW332A, english-uc@utsc.utoronto.ca). Failure to complete and submit these forms will result in a delay in payment.

IV. CHANGES TO YOUR CONTRACT

- A. Teaching Assistants should promptly update their personal information on the online TAsip system (under 'My Profile') to indicate any change in address, e-mail, or telephone number. If for any reason you decide to resign your assistantship, please inform Professor Fabienne Michelet, TA Co-ordinator, immediately.
- B. You will receive your contract package from Stephanie Ko or Natasha Leghari, Department Assistant (STG), from Sabrin Mohamed, Assistant to the Chair (UTM), or from Sara Taghinia, Acting Undergraduate Coordinator (UTSC). It is important that you discuss the proposed duties with the professor with whom you will be working and that you both agree about your duties and responsibilities when you complete the DDAH (Description of Duties and Allocation of Hours) form. If you find that you are unable to agree with the supervising professor's proposals, contact the TA Co-ordinator.

All required meeting hours with the supervising professor (initial meeting, mid-point review, final meeting/evaluation, etc.) count toward the total allotment of hours in your contract.

Similarly, should any difficulties arise during the academic session in your relationship with the supervising professor that cannot be resolved between you, please contact the TA Co-ordinator to discuss the problem.

V. OFFICE SPACE

Teaching Assistants can book office space to meet with students and hold office hours in the JHB. Priority will be given to St. George TAs who are holding office hours. The booking link is: <https://outlook.office365.com/owa/calendar/UofTDepartmentofEnglish@utoronto.onmicrosoft.com/bookings/>

A. GRADING

1. If you are marking essays, ask your supervising professor for clear guidelines on grades and comments.
2. Pay close attention to basic prose style: grammar, syntax, diction, and paragraphing. Ask your supervising professor which handbook on style to recommend to students who need help.
3. Be specific in your suggestions for improvement. For instance, if you are criticizing a student's diction, suggest alternatives. Remember to focus on the work ("Your essay...") rather than on the student ("You...") in your comments.
4. Remind students that they should use a dictionary, a thesaurus, and a grammar-reference text regularly if they wish to broaden their knowledge of the language.
5. Raise questions about logical continuity within and between paragraphs. Many students need help with the development of argument.
6. Your closing comments are particularly important. Try to be positive: begin with something encouraging so that the effect of your comments is not completely negative. Be constructive in your criticism, especially when giving a C or a D. Closing comments should offer specific suggestions for improvement. Never disparage or ridicule a student's work.
7. Make an accurate alphabetical list of the students and their grades. Return the completed record of grades to the supervising professor when you have completed a grading assignment. **It is essential to adhere to the supervising instructor's timetable for the return of graded assignments.**
8. Office hours should be spent helping the students who need assistance with their essays. If you find that a student needs more attention than you can give, send the student to one of the Writing Labs on the St. George, University of Toronto at Mississauga, and University of Toronto at

Scarborough campuses. **You cannot unilaterally alter the allotment of hours on the DDAH form.**

9. If you are unsure of the appropriate grade for an assignment, consult your supervising professor.

B. MARKS AND GRADES

Percentage	Grade	Value	Grade Definitions
90-100	A+	4.0	Excellent
85-89	A	4.0	
80-84	A-	3.7	
77-79	B+	3.3	Good
73-76	B	3.0	
70-72	B-	2.7	
67-69	C+	2.3	Adequate
63-66	C	2.0	
60-62	C-	1.7	
57-59	D+	1.3	Marginal
53-56	D	1.0	
50-52	D-	0.7	
0-49	F	0.0	Inadequate

Teaching Assistants are advised to consult the ***Faculty of Arts and Science 20210-22 Calendar*** under **Rules & Regulations / Course Marks** for helpful interpretations of grades. The *Calendar* may be accessed here: <https://fas.calendar.utoronto.ca/> or the **Rules & Regulations** directly here: <https://fas.calendar.utoronto.ca/academic-record>

C. ACADEMIC DISCIPLINE

Academic offences must be taken seriously. They are defined in the University's "Code of Behaviour on Academic Matters" here, <https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019>

The Code also describes the procedures for dealing with offences. The full text of this Code is available from the Office of the Dean and from the offices of College Registrars. Below are some notes on academic discipline.

1. Students are too frequently ill-informed about the nature and severity of academic offences. It is important to warn students early in the course that plagiarism and cheating are serious offences. Discuss the difference between plagiarism and using published sources legitimately to compose an essay, or between consulting someone for help and submitting someone else's work for credit.

2. If you suspect cheating, plagiarism, forgery, or impersonation, you should speak to the supervising professor immediately.
 - a) Write down all the facts while they are fresh in your mind.
 - b) Make copies (and keep originals, if possible) of any relevant material such as essays, answer sheets, etc.
 - c) The supervising professor will report the matter to the appropriate authority in the Department. The matter will then be forwarded to the Dean in charge of student discipline. Normally, the Dean will contact the student formally and conduct an interview with the student. You may be asked to be present.

NOTE: You are not permitted to settle a case or impose a sanction on your own, even where there is clear evidence or an admission of guilt from the student. The Code allows for sanctions only at the Decanal level, which helps to ensure consistency and fairness. It also allows the university to detect repeat offenders.

D. START AND END OF CLASSES

Teaching Assistants' duties extend over the full academic session, including the examination period. **Please do not make travel plans that necessitate absence from the university during the full term of your employment contract.**

E. DUPLICATING MATERIAL FOR CLASSES

If you need to duplicate material for use in your classes, preferably e-mail a digital (pdf, MSWord, or rtf) copy to Sara Mohamud in the Department of English office (Room 613; english@chass.utoronto.ca). **A 24-hour notice is required.**

We trust that you will find your appointment as a Teaching Assistant in the Department of English both enjoyable and rewarding. Should you have any questions about the appointment, please do not hesitate to contact:

Professor Fabienne Michelet
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Office: Room 623, 170 St. George Street
E-mail: eng.ta@utoronto.ca