

Graduate Teaching Assistant (GTA) Hiring and Faculty Mentorship of GTAs

(Revised and approved by UPACC, 20 September 2018)

(Further revisions J. Ellis at M. Gleason's request, 5 October 2018)

The EDST Teacher Education Coordinator ("the coordinator"), and faculty ("instructors") who are assigned GTAs for their sections, will mentor GTAs in EDST 401, EDST 403, and EDST 404. The coordinator and instructors will have general knowledge of the courses and will key their mentorship off the "master" course outlines and reading lists developed from the previous academic year. The coordinator and instructors will do the following:

- Instructors will communicate with teacher candidates by email or in person, before or within the first week of classes, to explain the instructor's role as the faculty member ultimately responsible for the course and to invite them to raise issues or answer questions that cannot be resolved with the GTA.
- Instructors will inform GTAs of the support offered to those new to teaching in the Teacher Education Program that is provided by the Teacher Education Office.
- Instructors will orient GTAs to the extensive online and regularly updated resources; each course has a site with activities and lesson plans, examples of instructor syllabuses, helpful hints, videos of professional development workshops, further readings, discussion boards, etc.
- The coordinator will arrange periodic meetings of the GTAs as a group; or one-on-one meetings between GTAs and the coordinator. This will include:
 - Orientation (per 3.02 CUPE 2278-UBC Collective Agreement, 2014-19)¹;
 - professional development, as needs arise.

¹ **"3.02** By the eighth (8th) week of **employment** for the first term of the Winter Session, the Employer shall arrange and hold an induction/orientation meeting of all members of the Bargaining Unit in each Department (Faculty in non-departmentalized Faculties), as per Schedule C. During this meeting, time shall be provided for a representative of the Union to discuss the function of the Union.

Where an induction/orientation meeting is not held in the first term of the Winter Session, or where new members of the Bargaining Unit are hired for the second term of the Winter Session, the induction/orientation meeting shall be held by the eighth (8th) week of the second term of the Winter Session.

Departments which handle orientation on an individual basis will inform the Union and the Union may then arrange its own meeting and the Department will distribute to all employees in the Department written notices provided by the Union of any union-organized orientation meeting.

Departments that hire new members of the Bargaining Unit for the Summer Session shall hold an induction/orientation meeting of all members of the Bargaining Unit between the first (1st) and fourth (4th) week of the appropriate Summer Session Term."

- Instructors will meet with their GTAs for end of term review (e.g., to discuss what went well, what might be improved, etc.)
- Instructors will serve as liaison for GTAs with the Teacher Education Office, as required.

While the coordinator and instructors undertake a formal mentorship role and are ultimately responsible for the courses, this policy is not meant to take away from the understanding that all tenure-track faculty members are expected to engage in mentorship of their graduate students, including mentorship of teaching.

Hiring Sequence for GTAs in the Teacher Education Program:

Full-time graduate students are eligible for GTA positions.

Prior to the start of term, the Instructor and GTA meet to allocate, in writing, duties and hours for each duty. (Per 12.02 CUPE 2278-UBC Collective Agreement, 2014-19²)

A written performance evaluation will be prepared by the instructor at the end of the course. Per the collective agreement (Article 22.02(a)), this evaluation “shall be dated and a copy provided to the employee within five (5) working days. A copy will be placed on the employee’s file.” (See also below regarding written performance evaluations and reappointment.)

Reappointment

Per 13.01 of the collective agreement, a GTA is eligible for reappointment if that GTA has shown “satisfactory performance” and a written performance evaluation has been filed. **However**, “if no written performance evaluation has been prepared, reappointment pursuant to Article 13.01 (b) (i) shall not be denied.”

There will be preferred candidates for reappointment. Per 13.01c of the collective agreement, GTAs “eligible for reappointment shall be considered preferred candidates.”

Further, reappointments are subject to the following, per 13.01c:

“(c) Preferred Candidates

² **“12.02** When assigning the duties in accordance with Articles 12.04 and 13.04 for a specific position within a job description, the hours applicable to each component of the duties will be allocated in writing. All applicable component duties, such as lecture attendance, laboratory or tutorial responsibilities, marking and grading, invigilation, planning meetings, student consultation training **and other substantive duties** should be discussed. With respect to scheduling of vacations, if responsibilities are anticipated to extend into the period between December 24 and January 1, this must be discussed, and an alternate allocation for vacation hours than that specified in Article 16.02, must be made. **Departments shall use the form attached as Schedule “E” or an equivalent method of documenting the assignment of duties.**

The Dean, Department Head or Supervisor shall have the right at any time to review with an employee the hours allocated. If this review results in a proposed change in the hours allocated, the employee shall have the right to have his/her Union representative present at a further meeting or meetings.”

Within the guidelines set out in Article 13.01(b), Teaching Assistants eligible for reappointment shall be considered preferred candidates and provided preference for reappointment as follows:

- (i) **subject to 13.01(b)**, a full-time graduate student who is registered in a masters degree program will be given preference for consecutive appointments as a graduate Teaching Assistant not to exceed two (2) Teaching Years, subject to maintaining full-time graduate student status.*
- (ii) **subject to 13.01(b)**, a full-time graduate student who is registered in a doctoral degree program will be given preference for consecutive appointments as a graduate Teaching Assistant not to exceed five (5) Teaching Years, subject to maintaining full-time graduate student status.*
- (iii) a full-time graduate student who has successfully transferred from the masters degree program to the doctoral program will be subject to the appointment conditions and shall begin the preference period outlined in Article 13.01 (c)(ii) above.*
- (iv) The preference described in Article 13.01(c)(i) and (c)(ii) above shall not apply when an employee declines an offer of appointment, except as in Article 13.01 (c)(vi) or (c)(vii) below.*
- (v) An employee who declines an offer of reappointment as a Teaching Assistant in order to interrupt his/her program of graduate study for a period not to exceed one (1) year, or who is formally recognized by the University as being on research leave or engaged in field work, for a period not to exceed one (1) year, will not jeopardize his/her consideration for reappointment under Article 13.01(c) and will not lose a year of preference for appointment.*
- (vi) The preference described in Article 13.01 (c)(i) and (c)(ii) above shall be suspended when an employee's level of financial support from a research assistantship, scholarship or fellowship for the ensuing Teaching Year is equal to or greater than his/her salary earned as a member of the bargaining unit in the immediately preceding Teaching Year. Such an employee may be considered for reappointment as a Teaching Assistant in accordance with Article 13.01(b) but he/she shall not have preference for reappointment as outlined in Article 13.01(c). This provision is subject to the maintenance of full-time graduate student status at the University of British Columbia.*
- (vii) The preference described in Article 13.01(c)(ii) above for consideration for appointment as a Teaching Assistant shall apply when an employee who has held a research assistantship, scholarship or fellowship during the second and/or third consecutive Teaching Year applies for an appointment as a Teaching Assistant for the third and/or fourth consecutive Teaching Year. This provision is subject to the maintenance of full-time graduate student status at the University of British Columbia.*
- (viii) In the event a full-time graduate student who held an appointment in the immediately preceding Teaching Year transfers to another Department or Faculty whether as a result of completing a degree or not, he/she shall not have preference for reappointment in the Department or Faculty to which he/she transfers but shall be offered an appointment prior to any new full-time graduate students registered in that Department or Faculty.*

(ix) A full-time graduate student who is registered in a doctoral degree program who has exhausted their preference under 13.01(c)(ii) remains eligible for appointment as a Teaching Assistant. Teaching Assistants who are appointed in this fashion do not have continued preferential rights for reappointment.

(d) Eligibility for consideration as a preferred candidate under 13.01(c) will be limited to full-time students registered in the Department or Faculty offering the appointment and to full-time students registered in a interdisciplinary program, except as set out in Letter of Understanding #8.

(e) Employees who have exhausted their preference for reappointment as outlined in Article 13.01(c) above may still be reappointed but only after all preferred candidates have been offered an appointment.”

Progressing to sessional appointments

After a period of formal mentorship, it is possible for doctoral candidates to teach courses independently. To do this, they must apply as sessional lecturers and will need to compete with other sessional lecturers for these positions.