



Faculty of Graduate Studies and Research
Terms of Reference
Graduate Teaching Assistantship (GTA)
Graduate Teaching Fellowship (GTF)

POSITIONS:

For deadline dates, please refer to the date(s) set by your academic unit. If no deadline date is set by the Academic Unit, refer to the deadlines set by the Faculty of Graduate Studies and Research (FGSR) listed on the scholarship pages at

<https://www.uregina.ca/gradstudies/current-students/scholarships/index.html> (under the heading FGSR Funding/Special Awards).

Both the GTA and the GTF fall under the CUPE Local 2419 collective agreement.

Graduate Teaching Assistantship (GTA)

- Students are to submit the FGSR Funding Application Form for GTAs **to their academic unit** by the appropriate deadline.
- Duties will normally consist of assisting with the instructional program of undergraduate courses or laboratories, assisting with research on curriculum development for a course, and/or marking assignments or tests, counseling or tutoring positions.
- They do not include acting as a research assistant for the personal research of any individual professor.
- The maximum number of hours of work per semester is 120.
- Payment will be on a bi-weekly schedule. The payroll will be initiated by the academic unit, via Banner Workflow.
- Duties are to be assigned by the academic unit and should be received by the student prior to, or at the start of, the semester in which the GTA is to be held.

Graduate Teaching Fellowships (GTF)

- Students are to complete and submit an FGSR Funding Application Form for a GTA **to their academic unit** by the appropriate deadline and indicate that they would like to be considered for a GTF.
- The difference in salary between the GTA and the GTF is paid by the Academic Unit. The payroll will be initiated by the academic unit, via Banner Workflow.
- Payment will be on a bi-weekly schedule.
- Duties normally consist of teaching one undergraduate, 3 credit-hour class per semester. The work is directed by a faculty member assigned by the head of the academic unit.

ELIGIBILITY:

Qualifications

- Holders of these positions are required to have current status as a **fully-qualified student** in a master's or doctoral degree program in the FGSR at the University of Regina.
- Applicants are required to have appropriate qualifications to participate in the instructional program in the assigned academic unit.
- Recipients of the GTA and the GTF who have not already completed the teaching assistant workshops regularly offered by the University, will be required to do so. Please see the CTL website for info regarding these upcoming sessions: <https://www.uregina.ca/ctl/programs-services/td-days.html>. Please contact them directly for further information regarding these sessions.
- Students may be required to provide evidence that they have sufficient command of the English language for carrying out the prescribed responsibilities.

In Good Standing – Students must be achieving satisfactory performance. An incomplete and/or failing grade from the previous semester's work will render the student ineligible for support for a minimum of one semester.

Post-Program Maintenance - Students who are, or will be, in post-program maintenance (i.e. have completed all formal credit hour degree requirements in the program and therefore would register in GRST 995AA) **ARE** eligible for a maximum of one GTA or GTF from the FGSR. Parttime Maintenance (i.e. GRST 995AB) **ARE NOT** eligible for a GTA or GTF. Academic units will make this option

available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding.

Registered Full-Time - Awardees are required to be registered full-time in the semester in which the funding is to be received and, accordingly, are required to register in no fewer than 6 credit hours of course, or thesis work pertaining to their program when there are outstanding unfulfilled requirements (i.e., thesis, or course credit) in their programs. For students with between 3 and 5 credit hours of unfulfilled requirements, this remainder will define the number of credit hours in which they are obliged to register to qualify for funding.

Registration Date - Awardees are required to be registered full-time by the **5th** day of the first month (January, May, or September) or by an earlier date if specified by the academic unit, of the semester in which the award is to be paid in order to meet payroll deadlines. Note: payment will be withheld until the student is registered full-time.

Holders of other FGSR Funding – Students who are holding, or will hold, scholarships or research awards from the FGSR are eligible to hold a GTA but not a GTF. Academic units will make this option available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding. Academic units will also have the *option* to offer a second GTA to eligible students in such circumstances, pending availability.

Holders of Major Awards (value of \$16,500 or more) - Students who are holding major awards such as national scholarships, i.e. NSERC, SSHRC or CIHR or equivalent (including major internal awards) **are eligible** to receive funding as a Graduate Teaching Assistant (GTA) but not as a GTF during the tenure of their major award, provided that they do not exceed the restrictions set out by the terms of the major award and also meet the eligibility requirements set forth in these TORs. Academic units will make this option available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding.

Other Employment – Normally, a GTA would not be awarded to a student who is on a Co-op work term. There are no other restrictions regarding other employment with respect to the eligibility to hold a GTA.

Number of Awards Per Semester – Neither the GTA nor the GTF count towards the number of awards available from the FGSR per semester.

Limit of Awards Per Program - Neither the GTA nor the GTF count towards the total number of awards a student may hold during the course of their program.

DOCUMENTS and OTHER REQUIREMENTS for the GTA and the GTF:

To be included with the Application Form:

- Unofficial Transcripts or a University of Regina advising report by term is required to accompany the application form. Students are to see their Academic Unit/Department for the Advising Report.
- A SIN (Social Insurance Number) or TTN (Temporary Tax Number) – is **required** for **all** positions before payroll can be processed. Information on how to apply for a Social Insurance number or Temporary Tax Number (for students on a Study Permit) is available on the Human Resources web-site: <https://www.uregina.ca/hr/students/employment/apply-for-sin.html>. The employment contract should be completed by your academic unit on letterhead.
- Students who have never been paid through the University of Regina are to complete a TD1, TD1 SK and an Authorization for Direct Deposit and Union Dues Deduction Authorization – CUPE 2419 available from the Human Resources website (<https://www.uregina.ca/hr/students/employment/forms.html>).

RATES OF SUPPORT:

Rates of pay are determined by the current CUPE Local 2419 Collective Agreement. The pay rates are listed in the CUPE Local 2419 agreement on page 36:

<https://www.uregina.ca/hr/assets/docs/pdf/employee-relations/CUPE2419-2013-2016-Collective-Agreement.pdf>

AVAILABILITY OF AWARDS:

There are always significantly more eligible applicants for these graduate awards than there is available funding. The process is competitive and there is no guarantee that a student will receive a recommendation for funding even though the student has performed very well in the program, or that if recommended, an award can be offered.

Please Note: If a student is found to not meet the terms of reference at any time during the tenure of the award, the FGSR reserves the right to rescind the GTA or GTF.



Please submit this application form to your academic unit/department.

Application for Employment
CUPE Local 2419 collective agreement

Position: Graduate Teaching Assistantship (GTA) from the Faculty of Graduate Studies and Research
120 hours per semester

Note: This application form is used primarily for the GTA. Students who are interested in a **Graduate Teaching Fellowship (GTF)** must first apply for the GTA on this form and indicate their interest in the appropriate box below. The difference in salary between the GTA and the GTF is paid by the Academic Unit.

For complete details on qualifications, conditions, and the application process, refer to the Terms of Reference for the Graduate Teaching Assistantship (GTA) at <https://www.uregina.ca/gradstudies/current-students/scholarships/index.html>.

Doctoral Master's U of R Student # _____

Semester you are applying for:

Fall - Year: _____ Winter - Year: _____ Spring/Summer - Year: _____

Check one: Canadian Citizen Permanent Resident Temporary Resident (study permit)

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms			
<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		Last Name: _____	
		First Name & Initial: _____	
Mailing Address at time of application (notification of award will be sent here):		Phone (Home) _____	
_____		Phone (Work) _____	
City _____		Prov _____	
		Postal Code _____	
Email Address: _____			
Name of Supervisor _____		Academic Unit/Department _____	

Please check, if applicable:

- I am also applying for a Departmental Teaching Assistantship Position for this semester.
- I have held a Teaching Assistant position previously. *Complete table on page 2.*
- I am interested in a Teaching Assistant position in a specific class. *Complete table on page 2.*
- I would like to be considered for a Graduate Teaching Fellowship (GTF)

I have read the Terms of Reference for this position and am eligible to apply. I am aware that students' personal information is collected on this application for the purposes of administration of this position and do consent to the use and the disclosure of my personal information as described above.

Signature: _____

Date: _____

Student Name _____ U of R Student Number _____

Supervisor's Name _____ Academic Unit/Department _____

Previous Teaching Assistant experience:

Course	Nature of Work (marking, labs, seminars)	Semester (i.e. 201110)

If you have a preference list: name of class, nature of work, or name of professor you would like to work with.

1	
2	
3	
4	

Documents to be included with this application form:

- Unofficial Transcript or a University of Regina advising report **by term** (contact your Academic Unit for the Advising Report)

Documents to be submitted at time of Acceptance of the Position (or as requested by the Academic Unit)

- Social Insurance Number (SIN) or Temporary Tax Number (TTN) – If you have never been paid through the University of Regina – submit to your academic unit (required to be paid). Information on how to apply for a Social Insurance number or Temporary Tax Number (for students on a Study Permit) is available on the Human Resources website: <https://www.uregina.ca/hr/students/employment/apply-for-sin.html>. The employment contract should be completed by your academic unit/department on their letterhead.
- Students who have never been paid through the University of Regina are to check the Human Resources website (<https://www.uregina.ca/hr/students/employment/forms.html>) and fill out a TD1, TD1 SK and an Authorization for Direct Deposit and Union Dues Deduction Authorization – CUPE 2419 (required to be paid).

For Use by the Academic Unit/Department Office (if needed)

	Credit Hours Completed	Offered Yes/No	Semester
	Current Credit Hours Registered		
	CGPA		