Faculty of Graduate Studies and Research

Terms of Reference

Graduate Teaching Assistantship (GTA)
Graduate Teaching Fellowship (GTF)

Please note: These Terms of Reference do NOT apply to Graduate Scholarships – see separate document.

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 www.uregina.ca/gradstudies/scholarships (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 consist of assisting with the instructional program of undergraduate classes, seminars, or laboratories as assigned by the head of the academic unit. 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 made at the end of each month of the semester. The payroll will be processed by the FGSR.
- 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 academic unit will contact the FGSR prior to approval of a GTF to make arrangements for transfer of funds. The payroll will be processed by the FGSR.
- Payment will be made at the end of each month of the semester.
- Duties consist of teaching one undergraduate, 3 credit-hour class per semester, under the supervision of a full-time faculty member.

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 through the Centre for Teaching and Learning (CTL) will be required to do so. (The CTL is in hiatus for the 2017-2018 academic year)
- 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. 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.

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 – There are no 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.

To be included with the Acceptance Form (or as requested by the academic unit):
- 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 of Temporary Tax Number (for students on a Study Permit) is available on the FGSR web-site under Forms. 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 (http://www.uregina.ca/hr/forms/payroll).
- Study Permit or Permanent Resident Card (International Students) - a photocopy of current documents. Note: If the permit will expire prior to the completion of the Award, a new permit MUST be provided before payroll can be processed.

RATES OF SUPPORT:
Rates of pay are determined by the current CUPE Local 2419 Collective Agreement. The pay rates are listed on the FGSR website at: http://www.uregina.ca/gradstudies/scholarships/fgsr-funding.html.

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. The academic unit will contact the FGSR prior to approval of a GTF to make arrangements for payment.

- Graduate Teaching Assistantship (GTA) - The payroll will be processed by the FGSR.
- Graduate Teaching Fellowship (GTF) - The payroll will be processed by the FGSR.

For complete details on qualifications, conditions, and the application process, refer to the Terms of Reference for the Graduate Teaching Assistantship (GTA) at www.uregina.ca/gradstudies/scholarships.

☐ 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) ☐

☐ Mr.  ☐ Ms  ☐ Mrs.  ☐ 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Nature of Work (marking, labs, seminars)</th>
<th>Semester (i.e. 201110)</th>
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If you have a preference list: name of class, nature of work, or name of professor you would like to work with.

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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)

☐ International Students - Study Permit, VISA or Permanent Resident Cards: a photocopy of current documents (required to be paid).

☐ 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 of Temporary Tax Number (for students on a Study Permit) is available on the FGSR web-site under Forms. 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 (http://www.uregina.ca/hr/forms/payroll) 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 (as needed)

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<th>Credit Hours Completed</th>
<th>Offered Yes/No</th>
<th>Semester</th>
<th>Position</th>
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<td>Current Credit Hours Registered</td>
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<td>GRDTAS</td>
<td>Canadian Citizen or Permanent Resident</td>
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<td>CGPA</td>
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<td>GRDTAV</td>
<td>Temporary Resident (Study Permit)</td>
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