GRADUATE TEACHING ASSISTANTSHIP (GTA)
GRADUATE TEACHING FELLOWSHIP (GTF)
TERMS OF REFERENCE

APRIL 2025

University of Regina | Faculty of Graduate Studies and Research

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/graduate-studies-research/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 Graduate Teaching Enhancement Course (GTEC) regularly offered by the University, will be required to do so with in two semesters of their first GTA. Should a student fail to complete GTEC within two semesters students will not be allowed to hold a GTA or GTF until after they have completed the course. Please see the CTL website for info regarding the Spring 2024 session: https://ctl.uregina.ca/gtec. Starting in Fall 2024 FGSR will register students directly into the GTEC course which will be known as GRST 800AB.
- 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.

Required – Grad Thrive Plus 801 (previously 800AA) must be completed by the end of the first semester in which a student begins their program, in order to be eligible.

Credit hour restriction – Students who ***have completed the minimum number of credit hours required for their program and are registered full-time*** **ARE** eligible for a maximum of one GTA or GTF from the FGSR. ***Students who have completed the minimum number of credit hours required for their program and are registered part-time*** **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 [x] 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 from 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 $17,500 or more) - Students who are holding major awards such as national scholarships, i.e. NSERC, SSHRC or CIHR or equivalent, **are eligible** to receive funding as a Graduate Teaching Assistant (GTA) but not as a GTF during the tenure of their major award.

Other Employment – Normally, a GTA would not be awarded to a student who is on a Co-op work term. **GTA holders are not eligible for over time**. **If a student is working FULL TIME on campus (CUPE/URFA/Out of Scope) they are not eligible to hold a GTA.** If a student is working on campus in a PART TIME position the student is only allowed to work 75 hours every two weeks. This would include the hours for the GTA. A GTA is approximately 15 hours every two weeks. There are no restrictions for holding jobs off campus.

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 of 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 29:

https://www.uregina.ca/hr/students/employment/cupe2419-agreement.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.