

TA HIRING PROCESS

Current Approach:

- * gather qualifications from faculty
- * applicants (students) complete survey as part of their TA applications
- * ASHC use survey results to algorithmically assign best matches of applicant qualifications and TA duties
- * make offers

Problems with Current Approach:

- * Many students do not complete the survey (or do it correctly)
- * ASHC members spend a great deal of time processing non-survey applicant materials in order to populate the survey
- * Students appear indifferent to the survey
- * Faculty lack input into the TA selection process
- * I have received complaints that some faculty find their TAs unsatisfactory
- * There is substantial staff overhead preparing the survey each semester

Proposed new approach:

1. Confirm TA job posting qualifications with faculty.
2. Create + post TA job postings.
- 2.5: Receive applications.
3. For each TA job (these roughly map 1:1 with our semester course offerings), provide the application info and (optional) resume for each applicant to the faculty member responsible for the course.
4. Each instructor/faculty member reviews all applicants for their respective course(s) and makes recommendations. We are still defining this step, but it likely will involve instructors/faculty recommending each applicant as either: 1) fully qualified, 2) partially qualified, or 3) unqualified. For this step, we would be clear in the instructions to instructors/faculty to have them make recommendations according to the criteria listed in 11.04 (c) of the TA Collective Agreement.
5. Using the recommendations provided by instructors/faculty, as well as additional constraints (e.g., Job Security Periods), the ASHC makes assignments of TAs to jobs such that the maximum number of assignments are of the 'fully qualified' category (as recommended by faculty).
6. Offer jobs according to the assignments determined in step 5.

Notes:

- * the ASHC still will (still) make final decisions on which applicants are offered which positions

- * the TA allocation might differ from faculty recommendations due to the same strong candidate applying for multiple positions and being strongly recommended for more than one
- * still refining the wording, but the process appears to be okay

Any and all feedback welcome to David Flatla (dflatla@uoguelph.ca) –
Chair, Academic Staff Hiring Committee