

TAs: selection and hiring/F18

The process



TA selection - update on status and process

- What are we doing currently
- Where are the issues
- What can we do differently in future

TA selection - process

- Week 3 (of term): faculty are asked to update/provide feedback on the qualifications to be listed in the job postings
- Week 5: complete entry of job posting qualifications into HR system and into the survey tool. TA applications get posted this week
- Week 7: TA application period closes
- Week 8,9: hiring committee reads and reviews applications; scores are entered into a spreadsheet
- Week 10: firm number for TA slots are given by Director, committee runs allocation tool to assign TAs based on scores
- Week 11: TAs are hired, once position is accepted, instructors are notified
 - At this time, we will now request that you verify scheduling is possible for the next term

TA selection - assessment

CA 11.04(c): In all cases of job competition, the University's selection criteria shall only include: qualifications (academic and professional), competence, capability, skill and ability, and prior relevant experience.

A corollary here is that *everything must be written down* as in case of disputes, verbal information is not deemed acceptable ("hearsay").

CA 11.04(e) ...The selection committee must establish a rubric for evaluating applicant's qualifications in advance of reviewing applications.

TA selection - Issues

1. Scheduling - TA availability due to classes:
 - a. Committee strategy is to get info to faculty as soon as possible
 - b. Please check with your TAs regarding scheduling availability
2. TA availability due to external dependencies, such as jobs
 - a. There are a mixture of issues here, including students taking external jobs
 - b. Refer back to the committee in case of confusion, but please document everything in writing
3. People “wanting different TAs”
 - a. GTAs come from a pool, and we have promised them jobs, so they all have to go somewhere
 - b. We cannot make any decisions not to re-hire unless there are formal evaluations

TA selection - evaluations

At several places in [the CA](#) and in the [TA Performance Evaluation Guidelines](#), there are statements pointing out that TAs are students, and need evaluation and feedback. In the words of the University:

“There is an onus on us to provide constructive, developmental support to our TAs, and document efforts to remediate performance assessed as less than satisfactory.”

TA selection - assessment: takeaways

- We should be assessing the performance of our TAs
 - There is a University form, but **if it doesn't work for our purposes, we can make one for our department**
 - If a TA is performing in an unsatisfactory way, we should tell them this, and give them an opportunity to improve
 - If no form is filed for a TA, then their performance must be considered "Satisfactory" as per the collective agreement
- It is far too late to provide feedback regarding the TA selection process once TAs have been assigned to courses -- this has to be part of the wrap-up of the TA job

TA selection - assessment: evaluation

- Evaluation doesn't need to be cumbersome and difficult
- It does need to be based on the qualifications in the job posting, and related to the "Assignment of Work Agreement"
- The University requests that ****at minimum**** we evaluate TAs at the end of their first work assignment
 - If they get an "Unsatisfactory" we are asked to re-evaluate at the end of every subsequent assignment until "sustained successful performance is established"