

APPENDIX D



JOB APPLICATION FOR A POSITION AS A TEACHING ASSISTANT, CORRECTOR, PROCTOR, TUTOR, DEMONSTRATOR, LAB MONITOR OR RESEARCH ASSISTANT

Name: _____ **Telephone:** _____
Address: _____ **Postal Code:** _____
Summer Address & Phone: _____
Student Number: _____ **Employee Number:** _____
E-mail: _____
Type of Application: General Specific **Date of Application:** _____
Faculty: _____ **Department:** _____

Type of Appointment: (check one or more of the following):
 Teaching Assistant/Demonstrator/Lab Monitor Tutor Corrector (Marker) Proctor
 Research Assistant

Total Hours of Appointment(s): _____

Job Entitlement pursuant to 18.7.2 or 18.7.3: (check one of the following)
 Full Appointment None

Courses/Positions requested:
 1. _____ 2. _____
 3. _____

(Even if this is a general application, please specify the position(s), course # and title, and academic session in which you are most interested.)

Present Course of Study: Program _____
 Bachelor Master Ph.D.
 Full-time Part-time
 Year of study _____

If registered in a self-standing Interdisciplinary program, please indicate the unit that you are choosing under Article 18.6.4 of the collective agreement. Please note that this choice will remain for the duration of your program of study: _____

Type of Employment at U of O	Previous Employment at U of O (including any currently held) Faculty/Course #/Title (e.g. Arts/HIST2510/Canadian History)	Year (e.g. 92/93)

This application is governed by the CUPE Local 2626 Collective Agreement.

Education: (begin with current)

Degree and Discipline University Date Completed/In Progress

1. _____
2. _____
3. _____
4. _____

Titles of completed, or in progress, honours, masters and/or Ph.D. theses:

Publications:

Current Research:

Relevant Course Work:

Languages: **English:** Spoken Written **French:** Spoken Written

In the case of applications for positions containing a teaching component, this section indicates whether the applicant can communicate accurately, effectively, and with clarity in the language of instruction.

Language of preference for teaching: English French Both

Further Comments (e.g. related work or academic experience):

Guidelines for TA application

- Things to keep in mind:
 - There are many more positions for lab courses than for theory courses. Most theory courses have only one or two positions.
 - If you are chosen for one position, the Department has to offer you a full appointment of 130 hours, even if that entails more than one position. But you are not obliged to take the full appointment.
 - If you are interested in taking less than one full appointment, you should indicate it in your application.
 - In the two weeks following the deadline for submitting the application, a list of applicants will be posted in the Department. Verify that your student's number is in the list and, thus, that your application has been received.

- The application form: CUPE Appendix D:
 - Even if you apply for many positions, you do not need to submit more than one application
 - Make sure that the e-mail address is typed or clearly written.
 - **General/Specific:** If you select **Specific**, you will be considered only for the positions that you indicate. If you select general, you will be considered for all positions available in the Biochemistry program.
 - TA positions have a higher hourly rate than Marker and Proctor positions.
 - **Total hours of appointment(s):** Maximum of 130 hours
 - **Job Entitlement:** Only for students who have TAed in previous years in our program. Read the collective agreement.
 - **Full Appointment:** it means 130 hours
 - **Courses/Positions requested:** Even if you are submitting a general application indicate your preferences in decreasing order. You can indicate more than three positions
 - **Year of study** (in your Master or PhD program) when you will be holding the position, not at the time of application
 - **Relevant Course Work:** Courses that you have taken in your studies and that are related to the position for which you are applying.
 - **Languages:** indicate only the languages (French or English) in which you are able to teach.

- Priority will be given to students that meet the following criteria:
 - Student's entitlement
 - Students in BMI programs
 - Grad students over undergrad
 - Students more advanced in their program
 - Students that have TAed the same course before
 - Students that have TAed other courses
 - Performance as TA in previous years, when known
 - Students that have taken the course in their undergrad
 - Mark in the same course
 - Students that do not impose any commitment on the Department
 - Research experience in a related field
 - Students with no contract in the current year
 - Financial needs of the student