

## Teaching Assistantship Guidelines

The Bachelor of Health Sciences (BHSc) and Bachelor of Community Rehabilitation (BCR) programs hire Graduate Assistants (Teaching) to support teaching and learning in many of its courses. Following a review of our processes, the following guidelines were developed for the selection and hiring of GA(T)s supporting BHSc and BCR courses. They are based on the defined guiding principles.

### Guiding Principles

- Graduate students throughout the Cumming School of Medicine should have equal opportunities, where qualified, to apply for GA(T) positions.
- Opportunities should be advertised through a central, accessible website.
- We strive to distribute GA(T) opportunities equitably.
- The selection process should be fair and transparent.

### Guidelines governing the selection of GA(T)s for the BHSc and BCR programs:

- Graduate students holding scholarships/receiving remuneration of a combined total  $\geq$ \$35,000 are ineligible to apply for GA(T)s, except with the express permission of the Associate Dean (Undergraduate Health and Science Education) and only when no other individual can be reasonably identified.
- All GA(T) opportunities (see returning exception below) must be advertised on the BHSc/BCR website for a minimum of 2 weeks.
- The BHSc/BCR programs will advertise the location of their 'TA Opportunities' website through multiple venues.
- Where a returning GA(T) is available, invited to return, and not excluded by the above criterion, a position may be filled without advertisement.
- No graduate student may hold more than the equivalent of one full GA(T) position per semester.

### Hiring Process

- Course coordinators will be advised in June (for Fall semester) and October (for Winter semester) of the GA(T) allocation for their course
- Normally, GA(T) selections should be completed by August 1<sup>st</sup> (Fall semester) or November 30<sup>th</sup> (Winter semester)
- All GA(T) opportunities must be advertised on the BHSc/BCR websites for a minimum of 2 weeks.
- All applicants for a GA(T) position, must submit an application form with their application, which includes a disclosure of all scholarships held/remuneration received, a disclosure of all GA(T)s held or applied for, and a statement indicating that their graduate supervisor is aware of and supportive of their application for a GA(T).