Note: A limited number of opportunities are also available for graduate students to be hired part time as principal instructors for certain courses. Assignment of these courses is negotiated with the Department Chair's office.

TEACHING ASSISTANTSHIPS

Guidelines for assigning Teaching Assistantships (06/27/85; revised 08/98; edited 09/00, base support value revised as needed)

Each year students will be asked if they wish to apply for teaching assistantships and to give details of any scholarships or fellowships held or pending. At the same time that students are asked to apply for teaching assistantships, supervisors will be sent a list of students currently under their supervision together with the student's year of residence in the program. Supervisors will be asked to indicate whether students will be supported at least to the level of base ($10,000 for 2000-2001) and whether by scholarships, or research funds, and whether they wish the student to have a T.A., and if so, for one semester or two.

"Eligible students", as defined by the funding policy passed by the Graduate Program Committee in February, 1985 (see below) will be given priority for teaching assistantships (List A). An "eligible student" is within normal residence, has been offered support for less than a total of five years in the graduate program, is enrolled on a full-time basis, and does not hold a scholarship equal or greater in value to two teaching assistantships (i.e., $6000 for 2000-2001). A student who holds a part-time teaching contract from the Department is ineligible, for the duration of the contract, for a teaching assistantship.

T.A.'s will be assigned to "eligible students" according to the order of priorities in List A (see below). No T.A.s will be given to students having full scholarship support or beyond normal residence (List B) until all the "eligible students" have received the T.A.s that they requested.

List A "Eligible Students" (see above)

1. Emergencies - eligible ongoing students whose supervisors' grants did not get funded and thus there is no possibility of the student receiving an R.A. up to base level of support. (See Section 2 of 9C Selection procedures for New Graduate Students)
2. New incoming students (M.A. or Ph.D) for whom the teaching assistantship forms a necessary component of the student financial support package. The supervisor must declare this necessity to the grad committee for approval at the time of the students acceptance for admission. (See Section 2.2 of 9A Policies for Graduate Admissions)

3. Students beyond M.A. 1 with no previous teaching experience, with priority given to the most senior students.

4. Students beyond M.A. 1 with satisfactory performance on previous T.A.s who had not taught in the previous academic year.

5. Students beyond M.A. 1 with satisfactory performance on previous T.A.s.

6. Other students in M.A. 1.

**List B Scholarship students and students beyond Normal Residence**

1. Scholarship students beyond M.A. 1 with no previous teaching experience. Within this category priority should be given to more senior students.

2. Students without scholarships, beyond normal residence whose teaching performance has been satisfactory.

3. Scholarship students with satisfactory performance on previous T.A.s.


**Notes:**

1. The Dean of Arts requires that teaching assistantship support be matched by student scholarship or faculty research assistantship support.

2. The above procedure raises the possibility that, should there be a shortfall of teaching assistantships for a number of years, a Ph.D. student who has held a scholarship throughout all/her years of graduate study might not get any teaching experience. It is therefore proposed that any Ph.D. student in this position should notify the Chairman and/or G.P.D. of this fact approximately 18 months before the expected date of completion of the doctoral program. With this much lead time it should be possible to ensure that every doctoral student does receive some form of teaching experience during their graduate studies.

3. The definition of "satisfactory previous experience" has yet to be approved by the department as a whole.

4. M.A. 1 students are normally given a low priority because of their heavy course load in the first year (especially those students in the Clinical profile) and because some
instructors have felt that their T.A.s were not adequately prepared for the undergraduate statistics courses. If the majority of T.A.s go to upper level students then they will have taken the graduate level statistics course.

5. If a student is not receiving the base level of support but does not want a T.A., then they should indicate this in writing to the Department Chair and graduate program director.

Section 8B

Policy concerning the holding of teaching assistantships by MA (Clinical Profile) students (31/10/2002)
Recommendation:

Because of their heavy course load and need to complete the MA thesis research in order to proceed to the PhD in a timely fashion, it is preferable that MA students following the clinical profile in normal residence not be required to perform TA's as part of their financial support package. The following are specific guidelines to be followed in the case of exceptions to this recommendation:

MA I:

While the clinical program actively discourages a clinical student from taking a TA ship in the first year, in exceptional circumstances, if a necessary part of the financial support package, an MAI (Clinical profile) student may undertake a one-semester TA-ship. The prospective supervisor must state this financial need to the program directors as part of the entering clinical student's proposed financial support package at the spring graduate admission time.

MA II:

An MAII (Clinical Profile) student in good standing may carry a one-semester TA. In exceptional circumstances, if a necessary part of the financial support package, an MAII (clinical profile) student may carry a second TAship, if they and their supervisor provide evidence that the student will complete the MA thesis by end of second summer, with a draft of the thesis completed by May 31 of that year. In order for a second TAship to be undertaken, written permission must be given both by the thesis supervisor and by the Director of Clinical Training or their delegate, who should be provided with a copy of the student’s transcript and annual progress report.