



Policies and Guidelines for Graduate and Undergraduate Teaching Assistants
Adapted from Graduate Studies

What is the difference between a GA and a TA?

- GA (graduate assistant): Full-time graduate student
- TA (teaching assistant): Undergraduate student (UG)
 - TA I: 1st and 2nd year in program
 - TA II: 3rd and 4th year in program
 - TA III
 - TA III (i): GAs who are not appointed for that term
 - TA III (ii): UG students already holding another undergraduate degree
 - TA III (iii): non students

GAs and TAs are Students **and** Employees

- Student: registration requirements, must be in good standing in program
- Employee: must obtain UWindsor employee number and complete mandatory employee training
 - Must be eligible to work
 - Limit on total hours of work (more details in subsequent sections)

GA Eligibility Requirements

- Must be registered full-time for the term of work BEFORE GA contract can be approved
- Remain registered full-time throughout the term
- Eligible for funding
 - First 6 terms full-time of Master's program
 - First 12 terms full-time of PhD program

TA Eligibility Requirements

- Must be registered for the term of work BEFORE TA contract can be approved
 - Domestic TAs can be full or part-time
 - International TAs must be full-time AND have valid study/work permit to work in Canada
- Remain registered throughout the term
- Be in good standing (i.e., not on academic probation)



I have been offered a GA/TA appointment... What do I do next?

Steps

1. Sign contract (i.e., Notice of Appointment to Assistantship) prepared by your department
 - a. 3 signatures: GA/TA, department head, dean of graduate studies
2. Obtain your copy of the signed contract from your department secretary after Graduate Studies approval
3. Obtain UWindsor employee number from Human Resources
4. Contact the course instructor (i.e., let them know you will be their GA or TA) within 10 days of beginning of appointment
5. Complete "Form 1" (describes your duties and allocation of hours) and discuss with instructor any scheduling concerns BEFORE beginning appointment
 - a. Record all duties on Form 1 and proportion of total hours allocated to each duty (typically in conjunction with the instructor)
 - b. Complete mandatory training for new UWindsor employees within deadlines set by department
 - c. Mid-term review of duties with instructor – record any changes on Form 1



FORM 1

Description of Duties and Allocation of Hours

Student Name:		
Student number:		
Department:		
Course Number & Title:		
Supervising Professor:		
Duties	Hours per task	
	Initial	Revised
Training:		
Preparation:		
Contact:		
Marking/Grading Estimated Enrolment per GATA:		
Other Duties:		
TOTAL HOURS (NOTE: Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing or via e-mail , at least 20 hours prior to completion of the hours allotted in their contract.)		
Prepared by (Supervisor):	Signature:	Date:
Approved by (Chair/Designated Authority):	Signature:	Date:
Accepted by (Graduate/Teaching Assistant):	Signature:	Date:
MID COURSE REVIEW CHANGES (if no changes, record date of meeting and note no changes)		
Date of Meeting:	Prepared by (Supervisor signature):	
Approved by (Chair/Designated Authority Signature):	Graduate/Teaching Assistant Signature:	



How many hours **will** I work?

- Specified in your contract
- Course instructor cannot authorize work over the total hours in your contract
- If you believe you may go over your contract hours, **you must notify instructor/supervisor in writing** or via email **at least 20 hours prior to completion of all hours in your contract**
- Discuss if any adjustments are needed to ensure you do not exceed total contract hours and record any modification in Form 1 (mid-term review)

How many hours **can** I work each term?

TAs

- TA I and II: no minimum and up to 100hrs/term
- TA III: no minimum and up to 110hrs/term
- If holding a TA contract in more than one department, **total combined hours cannot exceed 100hrs/term**

GAs

- From 70-140hrs/term
- GA employment counts towards total hours per term allowed for UWindsor-related employment
 - Maximum hours of paid employment = **240hrs/term (Fall, Winter, Summer)**
 - Includes GA appointment, research assistantship (if paid as salary), sessional instructor appointment
 - ***** cannot hold sessional appointment and GA in same term*****

How many terms can/will I receive GA or TA appointment?

TAs

- No restriction (can apply every term)

GAs

- Funding commitment: if offered a GA, your department will offer GAs in future terms to a total of
 - Master's: equivalent of 3 full terms @ 140 hours (total 420 hours)
 - PhD: equivalent of 7 full terms @ 140 hours (total 930 hours)
 - Eligibility to apply for one additional term



What are the conditions?

TAs and GAs

- Remain registered throughout appointment
- Be in good standing in degree program
- Perform satisfactorily the required GA/TA duties

GAs only

- Must apply **each term** by application deadline until receiving the minimum required terms of support (i.e., 3 for Master's; 7 for PhD)

What if I'm unavailable to work in a particular term (applies only to GAs)

- Assistantship exemption: must request **before** the first day of the term and **in writing**
 - PhD: max of 3 terms (2 if also takes sessional appt)
 - Master's: max of 1 term
- Department will offer GA in future term if student is still eligible for funding
- GA may decline appointment without penalty while on:
 - Approved leave of absence (e.g., maternity/paternity, parental, medical, bereavement, personal emergency leaves)
 - Co-op terms
 - Sessional appointments (max of 2)

What if I want to work fewer hours in a particular term? (Applies only to GAs)

- Can request fewer hours than offered
- Need approval by department
- If department agrees to reduce hours, then it counts as a term of support to the number of hours **originally offered** by the department
 - E.g., Department offers 140 – GA requests 100 – Department agrees – counts as 140 hours



GA/TA – Instructor Question Checklist

Adapted from Alex Kozelko at the University of Manitoba

You’ve been hired as a GA/TA. Prior to the start of the course, it is important to communicate with the instructor to clarify expectations and determine your role and responsibilities as a GA/TA for their course.

Below is a list of questions to discuss with the course instructor.

Roles and Expectations

Question	Answer
What is my role in this course?	
What responsibilities will I have?	
Am I expected to attend weekly lectures?	
Whom do I contact if I am unable to fulfill my duties (e.g., illness, emergency)? Instructor? Secretary?	
How many hours a week am I expected to dedicate to the course?	
Should I log/track the hours I’ve worked?	
Am I expected to hold (virtual) office hours?	

Additional questions

Question	Answer

Course and University of Windsor Policies

Question	Answer
If I assist a student during office hours, what kind of assistance is allowed?	
Are there any course or university policies I should be aware of?	
If I suspect or have concerns about academic dishonesty, what should I do?	
What should I do if a student challenges me in the course?	



What are the policies for this course regarding assignment extensions, accommodations, and make-up tests? Whom should the students contact about this?	
If a student requests an accommodation for accessibility, what should I do?	

Additional questions

Question	Answer

Technical Skills

Question	Answer
What are my grading responsibilities for this course?	
Will I be using rubrics and/or marking keys to evaluate students' work?	
Where do I enter grades? Are there multiple places I need to do so?	
Will students be given the grading criteria (e.g., rubric or marking key) for assessments?	
What quality of feedback am I to provide on student assessments? Should they always receive written feedback?	
What is the turnaround time for grading?	
If students have concerns/complaints about grades received, how am I to address this?	

Additional questions

Question	Answer



Blackboard

Question	Answer
Will assessments marked on Blackboard have rubrics? If so, how do I use them?	
Will I need to grade quizzes/tests/exams in this course? Or, are they automated?	
Should grades be visible to students on a rolling basis while marking or only accessible once all have been marked? Will you be reviewing them before their release?	
Will I be required to run any synchronous sessions with students on my own?	
Will I be responsible for posting announcements or content on Blackboard?	

Additional questions

Question	Answer

Communication

Question	Answer
What are your expectations for my communication with students in the course?	
Will there be an area in the course for students to ask questions (e.g., discussion board)? Am I responsible for answering those questions?	
Do you expect regular communication by us? If so, via email or another method? How often should we communicate?	
What is a reasonable turnaround time for answering student questions and emails?	



Am I expected to communicate with other GA/TAs in the course (if applicable) about grading practices and/or other course matters?	
Will we have any virtual meetings to discuss how things are going during the course?	

Additional questions

Question	Answer

Other Resources

GA/TA and Funding Related Forms (including “Notice of appointment to assistantship”, “GA/TA application form”, and “Form 1”): <https://www.uwindsor.ca/graduate-studies/366/faculty-forms>

GA/TA Contract Payroll Dates: <https://www.uwindsor.ca/graduate-studies/458/gata-contract-deadlines>

Collective Agreement (CUPE 4580) for GA/TAs: <https://www.uwindsor.ca/humanresources/526/collective-agreements>

GA/TA Network Main Website: <https://www.uwindsor.ca/ctl/388/gata>

Student Appointments (New Hire Forms): <https://www.uwindsor.ca/graduate-studies/473/gas-and-tas>

Compulsory Training Upon Hire: https://www.uwindsor.ca/humanresources/sites/uwindsor.ca.humanresources/files/ctr-fs-aug_2015.pdf

Faculty of Graduate Studies Contact Information: <https://www.uwindsor.ca/graduate-studies/349/contact-us>

Policies and Guidelines for GA/TA Appointments: https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/sept.9.2020.ga_tapolicies.pdf