Course list from Chris - MID-MARCH

Create Speed chart

- Instructor
- Tent. Hours (previous year) Financial formulas

Application prep begins early Feb (changes to application, etc.) List to Learning Centre to prepare online application

List to instructors to review/revise/create Job Descriptions until MARCH 29

Online app open MARCH 31 TO APRIL 30

office blog, TA Portal, email to dept/faculty contacts campus-Recruitment = LFS undergrad blog, LFS grad email list, grad

APRIL 25 (including requests for courses NOT on list) •Final assigned hours sent to Grad Manager by APRIL •Instructors request change in hours from Chris by

applications and actively recruit while Instructors are expected to monitor online application is open

All applications submitted by deadline recorded (for selection Online TA Application "closes" APRIL 30

Updated with:

 Preferred status tab Finalized Hours

priority with union) recruitment post deadline Application remains online for changes and ongoing

*selected TA's

Update with:

 Classification Program/degree

Progression table

 Financial calculations Citizenship

Notations

Hours finalized – online application updated first week of MAY

Preferred status list prepared

Instructors select TA's using online application - last day to select TA's =

Personal Data Form *New UBC employee Students with CNDN/ PERM status Offer Accepted Offers created, sent through online application Employee UBC *New UBC employee May require CIC permission Valid Study Permit Personal Data Form Students with STUV status Instructor selects replacement TA from Email sent to instructor Offer declined **UBC** Employee Valid Study Permit Valid SIN Additional recruitment

sent to union by MAY 7

Monitored throughout appointment process

·Post, student submits application, instructor selects using online application

Ongoing changes to online application such as:

 Courses added, courses deleted, courses changed (curriculum) approvals), change in instructor assignment, assigned hours, change of term.

Additional duties / responsiblities: Prepare employment letters, handle payroll issues, maintain TA Portal, send information emails to applicants, TA's and instructors, assist TA Training Coordinators, request union approval for appointments exceeding 192 hours/term, prepare compression agreements, ongoing streamlining of all aspects of TA appointments/record management, prepare instruction materials, respond to inquries via email via emal or inperson, submit TA assignments lists to union, receive/distribute annual Rebate Cheques.

Documentation collected before assignment: Schedule B form (once per session), Bullying & Harassment

HR. Will need to assign access through TASM once this is done

Certificate (one time as a UBC employee)

 Midpoint Evaluation Orientation Checklist Bullying & Harassment Cert

Final Evaluation

Update with:

•Once TA's appointment finalized through HR, they will appear in the TASM system for assigning to a course (at this point the student may not have linked their CWL to their employee ID – once they do, they will have Connect & FSC

*Employee ID / CWL Pin created and sent to students with instructions to link CWL with employee ID

Judy(LFS Finance)

 Chris (Associate Dean Barb (HR Director

·Clare (HR Central Payroll)

Preparation/Approval TA Appointment

Appointment prepared by LFS Finance - completed by

access). L<mark>ate appointments:</mark> LC can assign temporary Connect access until appointment has been finalized through

Assign TA's through TASM (Connect & FSC access)

Schedule B

Update with:

Employee ID/Pin* Update with:

eForm ID

During TA assignment:

 Orientation checklist (mandatory), Midpoint evaluation (optional), Final performance evaluation (mandatory)