

Teaching Assistant Protocol

Teaching Assistants are assigned on an individual basis depending on class size and whether or not there is a course lab component. Departmental chairpersons/program coordinators should be consulted concerning relevant departmental/program policies and eligibility.

Departmental/program-based Teaching Assistant policies vary within the Faculty of Science. However, there is a *Faculty of Science Teaching Assistant Manual* being developed based on the current version of the *Department of Psychology Handbook*. The *Department of Psychology Handbook* may be obtained from the Department for review in the meantime.

To be eligible for a Teaching Assistant, there must be 30 students enrolled in the course. Once there are more than 75 students, a second Teaching Assistant may be hired to assist with responsibilities.

Teaching Assistants are provided with a per course stipend (listed below) depending on their experience, and are expected to work approximately 4 hours per week per course. Undergraduate Teaching Assistants may work in more than one course to a maximum of 8 hours per week (i.e., the equivalent of 2 stipends). In comparison, Graduate Teaching Assistants are allowed to work, at maximum, 16 hours per week (i.e., the equivalent of 4 stipends) although many work less than this (and work hours may be restricted by relevant funding agencies).

Pay is based on the education level of the Teaching Assistant as well as the time commitment involved. The applicable pay scales for the 2018-2019 Academic Year are as follows:

	Per Year ^(*)	Per Semester ^(*)
Enrolled in Undergraduate Degree	\$ 1,016	\$ 508
Enrolled in Final Year Honours Program (Writing Thesis)	\$ 1,160	\$ 580
Completed Undergraduate Degree	\$ 1,212	\$ 606
Enrolled in Graduate Degree	\$ 1,254	\$ 627

(*) The above pay rates are based on one course assignment with the assumption that the Teaching Assistant would work 4 hours per week.

Once the Teaching Assistant assignments are completed, each department/program should complete the *Faculty of Science Teaching Assistant Details* spreadsheet and submit this document to the Dean of Science Office for review and approval. This must be done before the relevant payroll forms are submitted for processing.

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