**GRADUATE ASSISTANTSHIP SELECTION PROCEDURES**

for Assistantships Funded by the Department

Approved at Department Council March 19, 2015

*Due to limited funds, the department is not able to provide financial assistance to all graduate students requesting assistance, nor are we always able to provide the number of assistantship hours that a student might prefer. We do try to do our best within the constraints of the Assistantship funding.*

1. Graduate students complete and submit application for graduate assistantship form with their CVs
2. Faculty members complete and submit application forms requesting Teaching Assistants (TAs) for their courses and/or department funded Research Assistants.
3. Review of student applications – students are assigned according to the following criteria:
4. Department obligation to fund (eg. Student has a scholarship that requires matching support from the department).
5. Primary selection criteria are academic qualifications and relevant training and experience for the teaching and research duties.
6. Priority will be given to graduate students enrolled full time in their programs.
7. Priority will be given to i) PhD students in their first four years (FT) of study and ii) Masters students in their first two year (FT) of study.
8. Match with a faculty member requesting a specific student and skill set (i.e. If a faculty member requests a given student, then effort is made to match the student with the faculty member).
9. Match with a faculty member requesting a specific skill set but not necessarily a specific student.
10. Previous record of performance (i.e. Students who have received strong evaluations are given preference).
11. Any graduate student is eligible to be hired as a Principal Instructor, providing they have the qualifications to teach the course.
12. Review of Faculty members’ applications – faculty members are assigned Research Assistants according to the following criteria:
13. First year faculty members receive 6 hours/week of RA funding for two terms
14. Program coordinators receive up to 6 hours/week of RA funding for Fall and Winter terms of the academic year
15. Preference is given to faculty members with the following:
16. An active research project (described in application form) funded by active research grant, or evidence of a current application for grant funding, and a new or strong mentoring record.
17. An active research project, no grant, but new or strong mentoring record.
18. An active research project, no grant, and a mentoring record requiring improvement.