

Hiring – how it is *supposed* to work

~ A CUPE 3902 Unit 1 Information Factsheet ~

- 1. Subsequent appointments – For PhD students, your first year as a PhD student in the bargaining unit sets the floor for future work.** At the end of that first year (by April 30), the Department must write to you notifying you of your entitlement to a subsequent appointment and soliciting confirmation of your intention to take up the appointment in the following fall. **If you will not be able to take it up (because you are doing field work or for any other reason) you should request a deferral of your subsequent appointment.** You are required to respond to this notice within 20 working days (so, by the end of May). Your subsequent appointment must be for no fewer hours than you had in first year, and you must be informed of what the assignment is “as soon as possible”. **The Department should not post assignments made pursuant to subsequent appointments provisions.**
- 2. All other jobs – All jobs remaining after the assignment of subsequent appointments shall be posted in accordance with the posting provisions of the Collective Agreement.** The Department must post all available work and must establish the size of the appointments and the nature of the work (marking/grading, tutorial leading, etc) in the posting itself. **All students and postdoctoral fellows are entitled to make application for work other than subsequent appointments.**

Qualified graduate students *must* receive preference in employment over undergrads and postdocs in the filling of *all* open positions. (Note: There is no *additional* preference for first-year PhDs.) The Collective Agreement hiring criteria reads as follows:

Ability, academic qualifications, competence, demonstrable suitability for the position, the University's need to attract and support excellent students to pursue graduate studies with the hiring Department or a Graduate Centre or Institute, enrolment or prospective enrolment in a recognized graduate program of study in the hiring Department or a Graduate Centre or Institute, financial need, and, for continuing students, previous satisfactory employment under the provisions of this collective agreement.

There is a tie-breaker: *In the event that two candidates are relatively equal, the department must employ the most competent candidate.*

All current employees and all graduate students who have previously been employed in the bargaining unit may file a hiring grievance if they feel that they were unfairly denied employment (based on these criteria).

- 3. All applicants must be notified of the outcome of their application (either positive or negative) at the “earliest possible date.”**
- 4. All prospective employees – including those taking on subsequent appointments – must receive a job description (DDAH) within 3 weeks of receiving the offer and *prior* to accepting the offer.** Your signature on the job description only indicates that you have received the description and reviewed it. This form is sometimes referred to as the “contract”. It is not. Supervisors can reallocate duties (without changing the total hours or significantly changing the nature of duties) during the course of employment. **There must be a mid-course review to review hours** (which can result in reallocation). **Employees concerned about overwork can file a Workload Review Form (prior to doing any overwork) which can result in reallocation or additional pay.**
- 5. Only once you have seen your job description and accepted the position can you be required to do any duties.**