

Hiring: how it is *supposed* to work

- 1. Subsequent appointments:** By 30 April of each year, the department must notify you of your subsequent-appointment entitlement to confirm your intention to take up said appointment. The department must give due consideration to your expressed preferences as to the nature (which course) and the location (which campus) of the appointment. The department must fill subsequent appointments “as early as practical” and, whenever possible, should not post subsequent appointments provisions alongside general postings.

If you will not be able to take up an appointment (for fieldwork or for any other reason) you should request a deferral of your subsequent appointment. All members have a one-time right to defer a subsequent appointment. Additional deferrals are subject to approval at the sole discretion of the hiring Department. You are required to respond to this notice within 20 working days (so, by the end of May).

For PhD students, the first two years set the floor for subsequent-appointment entitlements. Subsequent appointments must be at least *equal* to the total hours of your first or second appointment, whichever is greater. In addition, members whose first or second appointment is at least 35 hours must be offered at least 50 hours for subsequent appointments.

- 2. Posted work:** the department must post all remaining jobs in accordance with the posting provisions of the CA. Fall-term appointments must be posted no later than 30 June. 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 post-doctoral fellows – including those who have a subsequent appointment – are entitled to apply for posted work.

Note: since subsequent appointments should not be posted alongside other work, hiring Departments should inform members of the nature of their subsequent appointment no later than 30 June.

The CA hiring criteria reads as follows:

academic qualifications, demonstrable suitability for the position, the University's need to support excellent students in pursuing graduate studies with the hiring Department or a Graduate Centre or Institute, enrolment in a recognized graduate program of study in the hiring Department or a Graduate Centre or Institute, financial need, the need to acquire experience, previous experience, teaching ability, 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).

Qualified graduate students must receive preference in employment over undergrads and post-docs for all open Unit-I positions. First-year PhDs cannot be privileged over other applicants on the grounds that they are incoming students; departments may owe them funding, but they do not owe them work.

- 3. Notice:** All applicants for posted positions must receive notification *no later* than: 7 August for September courses; 7 December for January courses; and 22 April for summer courses.

All prospective employees must receive a job description (DDAH) within 3 weeks of receiving, and prior to accepting, a job offer. The department cannot require you to do any duties until you have seen your job description and accepted the position.

The DDAH is not a “contract”. Your signature on the job description only indicates that you have received the description and reviewed it. 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.