

## **POLICY FOR TEACHING ASSISTANT TRAINING**

### **PREAMBLE**

As per the Collective Agreement between the TA union, CUPE 4600 (unit 1), and Carleton University, Article 14.01,

“An employee holding a regular position will be assigned an additional five (5) hours of work for the academic session [**September to April**], paid at the regular hourly rate, as described in Article 23.01. The additional five (5) hours of work referred to throughout Article 14 shall be conditional upon the employee attending training provided by the employer, at no cost to the employee.”

**Payment:** payment for the five additional hours shall be made in equal installments over the period of the academic session as per the collective agreement: “The rate of pay for regular appointees shall be paid in equal semi-monthly installments over the term of the appointment.” (Article 23.03-b)

TAs are entitled to payment only for the hours of training (to a maximum of 5 per academic session) that have been completed and recorded in the TA Management System during the academic session.

**TAs completion of training will be reviewed twice a year:** in December (for TAs hired only for the fall term) and in April (for TAs hired for the full academic session and for TAs hired for the winter term). In the event a Teaching Assistant has not completed the five (5) hours of training for which s/he was paid over the academic session, the payment for hours which were not completed will be recovered at the end of the term of appointment.

It is highly recommended that the 5 hours of training be completed before **15 November for Fall-only appoints and 15 March for Fall/Winter and Winter appointments** to ensure payment for that term.

There are normally **three types of training** that are recognized by FGPA and for which training hours must be recorded in the System: 1) Training organized by the Educational Development Centre (including training provided by departmental TA Mentors; 2) training offered by individual senior TAs (non-mentors), which must be vetted by the EDC; and 3) discipline-specific training offered to TAs by departmental units or subunits. Students are entitled to attend any and all of these three types of training in order to fulfill their 5 hours.

### **1. EDC Training**

**1.1** EDC training normally falls into two broad categories of workshops: skills development and professional development. Another type of training that falls under the aegis of the EDC is training provided by departmental TA Mentors

- 1.1 a) Skills development workshops may include: marking & grading workshops; running effective labs/discussion groups/lectures; equity and human rights; providing or soliciting feedback;
- 1.1 b) Professional Development workshops may include: writing an academic CV, applying for grants, delivering a good conference presentation.
- 1.1 c) Departmental TA Mentors may also organize training for TAs in their units. The types of workshops offered are discipline-specific and vary widely from department to department.
- 1.2 The tracking of training hours for EDC workshops is ensured by EDC staff. As part of their preparation, TA Mentors are also instructed by EDC staff on how to record systematically training hours. TA Mentors are thus responsible for tracking the training hours of TAs who attend their departmental workshops.

## **2. Training offered by individual senior TAs (non-mentors)**

- 2.1 FGPA recognizes the contribution that senior TAs can make to their unit and encourages their involvement in various forms of training. The time that Senior TAs spend preparing and delivering workshops may count towards their 5 hours of paid training. To be accepted within the System, training provided by senior TAs must be vetted by the EDC or the TA Mentor within the relevant unit.
- 2.2 The senior TA is responsible for taking attendance at the session(s) s/he offers and must report attendance to EDC staff or the TA Mentor who will ensure data entry in the System. EDC staff or the TA Mentor will also record in the System the number of hours spent by the senior TA on the preparation/delivery of the workshop.

## **3. Discipline-specific Departmental training**

- 3.1 FGPA recognizes that certain units or subunits provide discipline-specific workshops. These can range from experiential exercises in subject-focused pedagogy to highly specialized technical training to ensure the safe and proficient performance of TA duties. While FGPA leaves the determination of such training to the discretion of the unit, to be recognized by the System the training session must be formally approved by the Chair of the Department or her/his delegate (normally the graduate supervisor or graduate administrator).
- 3.2 The individual providing the training must record the names of the TAs who attended/received the training. The individual must then give the list of attendees to the Chair of the department.

- 3.3 The Chair or her/his delegate (normally the graduate supervisor or graduate administrator) is then responsible for entering the information in the System.
- 3.4 As per the closing statement of the Preamble, while specific departments might impose mandatory training, TAs always have the option to attend other types of training (see 1. and 2.) to complete their 5 hours of paid training.
- 3.5 Training identified in the TA contract as part of the “Assignment of Duties” *may not* be used towards the additional 5 hours of paid training.