

Unit 3 Proposals

#	Article #	Topic	Proposal
1	U3 10.03	Posting language for U3	<p>10.03 POSTINGS</p> <p>Except as otherwise provided in the Collective Agreement, all positions in Unit 3 shall be electronically posted by the hiring unit on a site accessible to employees and the Union. The following posting deadlines shall apply other than in exceptional circumstances:</p> <p>July 1st for positions scheduled to begin in September; November 1st for positions scheduled to begin in January; and March 1st for positions scheduled to begin in May.</p> <p>GAship postings shall be clearly labelled as Unit 3 and shall identify:</p> <ul style="list-style-type: none"> <li>(i) the duties, responsibilities and tasks;</li> <li>(ii) reasonable qualifications of the position;</li> <li>(iii) the number of hours of the GAship;</li> <li>(iv) financial value of the contract;</li> <li>(v) the start and end date of the GAship;</li> <li>(vi) application deadline;</li> </ul> <p>Postings shall indicate whether priority in the assignment of the position will be given to applicants for whom the position will partially or fully satisfy the applicant's funding commitment from the University.</p> <p>All applicants for these positions must complete an application form and submit a curriculum vitae, if required by the unit, for consideration by each hiring unit in which they seek a position.</p> <p>All appointments shall be made from among the applicants who meet the qualifications.</p>

			Hiring Units will make available a common application form or template (hard copy or electronic).
2	U3 15.02	Written offer of appointment for Unit 3.	<p>15.02 WRITTEN <del>OFFER NOTICE OF APPOINTMENT ASSIGNMENT</del></p> <p>When a full-time graduate student is hired for a full graduate assistantship, it is understood that <del>they their</del> will not be required to work more than an average of ten hours per week over the academic session to a total of not more than 270 hours. If a fractional graduate assistantship is assigned, the work requirements shall be adjusted accordingly.</p> <p>Once the graduate program director, normally in conjunction with FGS, has determined the GA <del>appointment, assignment</del> the GA will be notified in writing of the <del>appointment assignment</del>, normally no later than three weeks after the deadline for registration in the relevant term. The notice will include the number of hours, the name of the supervisor and the responsibilities.</p> <p>Anyone assigned to positions three weeks after the deadline for registration will have GA hours proportionally reduced without any reduction in pay.</p> <p>15.02.1  Appointments shall be made in writing by a letter or letters similar to the "Offer of Appointment" form contained in Appendix E. If the appointee accepts the offer, they shall sign and return it to the hiring unit. A Revenue Canada TD1 form shall be included with the first "Offer of Appointment" sent to an employee for each academic session.</p> <p>15.02.2</p>

			<p>(i) When practicable, offers of appointment for the Fall/Winter session will be issued by July 7.</p> <p>(ii) When practicable, offers of appointment for the Winter session will be made by December 1.</p> <p>(iii) When practicable, offers of appointment for the Summer Session will be made by April 1.</p>
2	Appendix E	Added appendix for Offer of Appointment	See below
3			
4			

APPENDIX E  
GRADUATE ASSISTANTSHIP – OFFER OF APPOINTMENT  
YORK UNIVERSITY

Dear : \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the Dean, I am pleased to offer you an appointment as teaching assistant as outlined below, in:

Hiring Unit \_\_\_\_\_ Faculty \_\_\_\_\_

1. Position Title \_\_\_\_\_ \*No. of Assignments/Hours \_\_\_\_\_  
Article 10.02

Session \_\_\_\_\_

Base Total \_\_\_\_\_

Vacation Pay \_\_\_\_\_ \*\*Grant in Aid \_\_\_\_\_

It should be understood that this offer in total consists of full graduate assistantship(s)\*

Total Value of All Contracts: \_\_\_\_\_ .

\*The general terms and conditions of your appointment, including salary and provision for cancellation of appointments, are as set out in the current collective agreement between York University and the Canadian Union of Public Employees, Local 3903. In particular please read Article 10.01 for elaboration on your graduate assistantship and hours of work.

If you accept this offer of appointment, please complete, sign, and promptly return the attached copy of this form to me. (Any delay in responding may delay your first salary payment.)

Yours Sincerely, \_\_\_\_\_  
Chairperson

THIS OFFER IS CONDITIONAL ON FACULTY OF GRADUATE STUDIES APPROVAL AND THE APPOINTEE'S RETENTION OF FULL-TIME GRADUATE STUDENT STATUS AFTER REGISTERING FOR THE SEMESTER IN WHICH THE CONTRACT IS OFFERED.