

Department of Biology TA hiring timelines

- March 15** Deadline for instructors to submit TA/Marker support request survey.
- March 31** Deadline for posting advertisement for TA positions to Department of Biology website.
- April 30** Deadline for applicants to submit TA/Marker applications.
Completed GTA applications generate an email to the supervisor who must:
1. Approve the student's course selection and
 2. Declare the student's requirements for Statement of Annual Pay.
- To apply after this deadline, students must contact Christina Grant (christina.grant@ubc.ca).
- NOTE: Preference may be affected if applications are submitted after April 30.
- May 31** Deadline for instructors to identify preferred TA/Marker candidates from list of applicants.
- June 30** Deadline for applicants to submit Winter term class schedules.
Deadline for supervisors to approve GTA applications.
- July** Term 1 TA and Marker positions assigned based on the following criteria:
- BCGEU Preference status (BCGEU Collective Agreement Appendix F),
 - Department of Biology Statement of Annual Pay requirements,
 - Coordinator/Instructor requests,
 - Departmental budget and programming needs, and
 - Applicant:
 - Program needs,
 - Course selections,
 - Schedule availability for lab sections and required meetings,
 - Academic and employment background,
 - Prior teaching experience, and
 - Research supervisor
- November** Term 2 TA and Marker positions allocated as described above.

NOTE:

TA and Marker positions are assigned as full-time within the same course by default.

Part-time positions may be assigned when requested either by the applicant and/or their supervisor.

Part-time positions in more than one course will be avoided, unless necessary to meet other requirements (e.g., BCGEU Preference, Biology Department SAP, program requirements, or departmental programming needs).