

Unit 1 Teaching Application: Frequently Asked Questions

Q. Who is in Unit 1?

All full-time graduate students at York University who hold a Teaching Assistantship are in Unit 1.

Q. What is the difference between a ‘Blanket’ and ‘Specific’ Application?

The blanket application is due on January 31st and is an application for all teaching positions offered by a department for the upcoming academic sessions (the following Summer, Fall, Winter sessions). The blanket application indicates that you would like consideration for all positions that the department deems you qualified to hold. You must submit a blanket application to each department in each faculty that you would like consideration from.

A specific application is an application for an individual advertisement for a position in a particular course.

Whether filling out a blanket or a specific application, there is a single-application form for Teaching Assistantships. Under “type of application” an applicant should circle either ‘blanket’ or ‘specific.’

There are two application windows for teaching applications:

- 1) Blanket Applications – mid November to January 31st
- 2) Specific Application- from February 1 onwards, during the two week period that each course is advertised*

It is important that you submit an updated C.V. along with your blanket application each year.

(* When a department advertises a course within four weeks of the beginning of the course, it may choose to advertise the position for as little two full days)

Q. How do I fill in the three spaces, on page 1, that allow me to indicate the courses/positions I would like to teach?

On a blanket application, applicants may list specific courses they are interested in teaching. Courses may be listed on the three spaces available on page 1 of the application form, or applicants may attach a list of courses. Applicants are advised to consult previous course calendars to determine what courses were offered to get a sense of what may be offered in upcoming terms.

Q. Does submitting a Blanket and a Specific Application help my chances?

All applicants should submit a Blanket application. Since the blanket application is an application for all courses offered by a department, it is not necessary to submit a specific application form for courses posted after January 31st. If you would like to draw greater attention to your application, email the Chair of the Department and/or the Administrative Assistant in early May indicating that a blanket form was submitted and the reasons that you are particularly suitable for a specific course/s. Or, if you notice a specific job posting at any point in the year, you can send a note at that time.

You may also submit a cover letter along with your blanket application and your C.V., which outlines relevant academic and/or teaching background.

Note: Postings are supposed to come out in late April/early May.

Q. Where should I submit my teaching application form?

The application form is submitted to each department in which you are interested and qualified to teach. These departments are called hiring units in our Collective Agreement.

Q. What is the difference between a Faculty and a Department?

The faculties at York are:

- Atkinson
- Arts
- Education
- Environmental Studies
- Fine Arts
- Glendon
- Health
- Osgoode Hall Law School
- Schulich School of Business
- Science and Engineering

Departments are subsections of Faculties. For example, there are 3 history departments at York: Faculty of Arts History, Glendon History and Atkinson History.

It is the responsibility of applicants to determine which departments exist in a given faculty. <http://www.yorku.ca/yorkweb/fs.htm> lists faculties and their weblinks.

Q. How many times am I entitled to teach in the course in which I am currently a T.A.?

A Ph.D. student who held a T.A. for the first time in the previous academic year, has what is called a 'right of first refusal.' (See 12.05 of the Unit 1 Collective Agreement). What this means is that the T.A. has the right to accept or refuse the course they most recently held, up to 3x.

Master's students do not have this right.

Q. May I hold an additional Teaching Assistantship, Research Assistantship or Graduate Assistantship at the University?

There is no bar or entitlement to work beyond 135 hours in the collective agreement.

The Faculty of Graduate Studies does not allow full time graduate students to hold more than one position at the University per term, unless they are not working in some subsequent term (e.g. you can hold 1.5 TA's in the Fall/Winter as long as you do not hold a position the following Summer). Exceptions to this are R.A. positions because FGS does not consider a research assistant position to be employment.