



GUIDE FOR OUT-OF-PRIORITY TASHIPS

PRIORITY VS OUT-OF-PRIORITY



Priority status is generally granted in your letter of admission with your funding package with a set number of TAs for the length of your program.

If you were not granted priority status in your admission and funding package or you have run out of priority TAs, you can still apply to become an Out-of-Priority Teaching Assistant (OPTA).

CUPE 4600 does not have jurisdiction in allocating TAs. We cannot accept applications or make hiring decisions. **Departments determine if they require any additional TAs after allotting priority TAs for the term** and factoring in their remaining budgets.

APPLICATION PROCESS & INFO



You can set up your OPTA profile in Carleton Central, under TA Management. Update your TA profile before the deadlines.



TA Management

- **Faculty TA Management System:** Submit TA Requests, Assign TA Duties, Create TA Training and Orientation Sessions
- **Graduate TA Management System:** Graduate TA Profile, Graduate TA Assignments, Leave From TA Duties Application
- **TA Mentor Positions:** Review Mentor Positions, Create TA Training and Orientation Sessions
- **TA Outside Priority Applications**
- **TA Priority Waiver**
- **TA Training:** TA Training Registration, TA Training Transcript

Deadline for Applications

Fall Term

(Sep - Dec)

August 15

Winter Term

(Jan - Apr)

December 15

Summer Term

(May - Aug)

April 15

You'll need to provide the following in your application:

- ☐ Select the term(s) and department(s) you're applying to
- ☐ Whether you're applying to specific courses or general employment
- ☐ Current and previous degrees
- ☐ Description of previous TA experience
- ☐ Description of other relevant work experience
- ☐ Selection of skills and areas of interest related to TA work

Selection Process Info



Full-time students will be given preference over part-time students.



If 2 or more applicants possess relatively equal qualifications for a position, **seniority** (number of terms worked) will be the determining factor.



If 2 or more qualified applicants possess relatively equal qualifications for a position, a TA who is **returning from leave from duties** will be given preference.



If 2 or more qualified applicants possess relatively equal qualifications and **equal seniority**, preference will be given to an applicant holding an **international work or student visa**.



Qualifications shall include competence, experience, and ability to perform the duties of the position. Academic standing cannot be used as the sole criterion for selection of candidates for positions.

OPTA OFFERS

Offers of employment for OPTAs tend to come a bit later than Priority TAs offers. You may receive an offer just before or even after the term starts.

You must accept or decline your offer within six working days of the date of the offer. If you don't accept your offer within six days, it will be deemed as declining the position for that term.

Once you accept your offer, you will be entitled to all the rights, protections, and benefits in the Collective Agreement – the first of which, will be an Assignment of Duties (AOD) and a meeting with your TA Supervisor to discuss your duties and hours. For more information, see the [Collective Agreement](#) and/or the [TA Quick Guide](#).

OPTA-SPECIFIC RIGHTS



Should incoming graduate students become Employees and work 130 hours in a Faculty in their first academic year, they will **gain Priority status** for the remaining duration of their program, unless they are hired on a temporary basis as a replacement.

TIPS



In addition to the official process outlined above, we recommend asking around your department or adjacent departments for any open or upcoming work.

QUESTIONS? Reach out to info@cupe4600.ca | Follow us on Instagram @CUPE4600