What is a GA?
Graduate Assistantships are funded by the OISE operating budget and are remuneration for graduate students who are engaged in research and/or field development oriented projects contributing to their academic and professional development. The University is committed to principles of equity employment, and particularly encourages applications from women, aboriginal persons, racial minorities, and persons with disabilities.

The wage rate for a Summer GA (May-August) is $5,996.39 (approx. 10 hours per week – 120 hours). The wage rate for a Fall/Winter GA (September to April) is $12,112.71 (approx. 10 hours a week- 240 hours) over the two terms.

Who can submit GA job postings?

- Tenure-stream faculty members whose appointments are greater than 50% in CTL (both research-stream and teaching-stream faculty are eligible).
- Emeriti or retired faculty members.
- Faculty members on sabbatical leave. (Faculty on unpaid leaves of absence are not eligible).
- CTLA staff may seek the permission of the Chair (must have an active research program).

How many GA job postings can be submitted?

FIRST CALL

- The number of full-time equivalent postings in the department will not exceed 110% of the number of students who accept GAs.
- Normally, each faculty member is allowed to post a maximum of two GA job postings or positions (half year and/or full-year) during the Fall/Winter Sessions and 1 half- or full-year GA during the Summer Session. This maximum does not include GA job postings for a RF/GA combined package.
- Faculty members who are offering a RF/GA combined package should post a half-GA for the winter session for the recipients of this package.
- Faculty who require more than 2 GA positions should provide a rationale. While the department cannot promise to honour requests for more than 2 positions, we will try to accommodate them. These postings will be considered should the total number of postings submitted not exceed 110% of the number of students who accept GAs.

Accepted rationale to support more than 2 GA positions may include any of the following:

1) Faculty is supervising a student thesis (benefits staff & student)
2) Linked to ongoing research
3) Work is linked to a particular publication.
4) Strengthens work of a Centre
5) Research that is unfunded

- If a faculty member who is offering a RF/GA combined package is submitting more than 2 GA job postings (e.g. 2 “regular” GAs plus 1 half-GA for the combined package), a rationale of “RF/GA combined package” should still be provided.
- If a faculty member has research funds that can support a RF/GA combined package but does not support a RF/GA, the faculty member will be eligible for only 1 GA job posting or position.
- Emeriti / retired faculty members may post a maximum of 1 GA position.
SECOND CALL (if needed)

- If the number of postings submitted is below 110% of the number of students who accept GAs, a second call for GA job postings will be issued.

In cases where the number of job postings exceed 110%, how do we decide which postings are approved?

**Department Priorities**

1. RF/GA combined packages from tenure-stream faculty / Emeriti
2. Department approved commitments to funded projects or appointments (e.g. Canada Research Chair, MCRI, ERA, Partnership Grants)
3. Pre-tenure faculty
4. Tenured faculty
5. Departmental journals (CI, CJSME)
6. Departmental initiatives
7. Emeriti or retired faculty members

**Matching Process**

**Round 1:** 1st choice rankings (student and supervisor 1st choices) are matched together automatically by the online GA system.

**Rounds 2:** Students that aren’t matched will be matched manually to their other ranked jobs. (Students may apply to up to 5 GA positions and must rank order them). If a supervisor hasn’t been matched to a GA yet, we will try to match them if the following is true: student has applied for their GA and supervisor has ranked them.

**Round 3:** Any student not matched to any of their original 5 choices will be asked to select and rank again. Manual matching will occur.

**Best Practices**

- The GA job is to engage graduate students in research and/or field development oriented projects contributing to their academic and professional development. Therefore you may need to view this position as another form of teaching.
- Although GAs are paid monthly, it is good to ask them to keep track of their hours and tasks. This will allow you to touch base every so often to ensure that expectations are met or to adjust expectations.
- The GA work must be completed within the time frame of the contract (Summer: May 1st to August 31st; Fall/Winter: September 1st to April 30th). If the work must be completed in a different time frame outside of this period, the GA and the supervisor may reach a signed agreement.

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1. The matching of Graduate Assistants to GA jobs is automated based on the rankings of the GAs and the GA supervisor. While the department will try to meet these priorities, if there are no applicants to a job posting, the automated system will not match a Graduate Assistant to that job.
2. As communicated by the Chair to the Associate Chair, Graduate Studies
3. As communicated by the Chair to the Associate Chair, Graduate Studies
4. As communicated by the Chair to the Associate Chair, Graduate Studies