

**Fall and Winter sessions 2023–2024**

**POSTED: February 6, 2023**

**DEADLINE: Applications due on or before March 16, 2023 at 5pm**

*\*Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.\**

TITLE	NUMBER OF POSITIONS	SIZE OF APPOINTMENT	DATES OF APPOINTMENT	QUALIFICATIONS	DUTIES
<p><b>Teaching Assistants' Training Program (TATP) Tri-Campus Course Instructor Training Coordinator</b></p> <p>Seeking one Representative from:</p> <p>-Social Sciences</p> <p>or</p> <p>-Humanities</p> <p>or</p> <p>-Life Sciences, Physical Sciences, or Engineering</p>	<p>1</p>	<p>300 hours</p> <p>(at the SGS II rate as of Jan. 1, 2023—\$47.64/hour)</p>	<p>July 1, 2023* to April 30, 2024</p> <p>* must be available for 5 days of training (July 24 to 28, 2023)</p> <p>Peak periods of work include August to early October and early January; TATP staff must be available during these periods.</p> <p>Duties may be performed online or in person (TBD)</p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of superior communication skills</li> <li>• Motivated, innovative individual who works well independently and in a team</li> <li>• <b>Experience as a sole-responsibility Course Instructor (Unit 1) at the University of Toronto (UTSG, UTM, or UTSC campuses)</b></li> <li>• 2 years of experience as a TA in any discipline</li> <li>• Currently-registered graduate student in Unit 1 of CUPE 3902</li> <li>• Experience in planning and delivering courses (as well as leading tutorials and/or labs): course design; lecturing; designing and grading assignments; etc.</li> <li>• Evidence of excellent Course Instructor performance</li> <li>• Evidence of having reflected on teaching experiences as a TA or Course Instructor</li> <li>• Willingness to travel between UTM, UTSC, and UTSG campuses to perform duties</li> <li>• Knowledge and skills to contribute to programming in areas, such as, for example: equity and access in teaching and learning; educational technologies; SoTL; teaching skills for academic and non-academic careers; anti-oppressive and anti-racist pedagogies; etc.</li> </ul> <p><b>Preferred, though not required:</b></p> <ul style="list-style-type: none"> <li>• Upper-year doctoral candidate, preferably ABD</li> <li>• Experience in more than one appointment as a Course Instructor</li> <li>• Experience in conducting professional development workshops and/or training</li> <li>• Knowledge of TATP programming (participating in TATP certificate or training workshops)</li> <li>• Experience in mentoring/coaching and/or supervising other teaching assistants</li> <li>• Experience teaching in more than one department or university</li> <li>• Experience with Indigenous pedagogies and work with institutions or organizations on answering the Truth and Reconciliation Commission of Canada's Calls to Action</li> <li>• Experience with accessible teaching practices (e.g., Universal Design for Learning)</li> <li>• Experience with anti-oppression informed pedagogies (e.g., critical pedagogy, anti-racist pedagogy)</li> <li>• Experience teaching internationally and/or in community settings</li> </ul>	<p>The <b>TATP Course Instructor Training Coordinator</b> will work with a team of TATP Graduate Educational Developers ("teaching fellows") under the supervision of the Assistant Director, CTSI/TATP to perform the following duties:</p> <ul style="list-style-type: none"> <li>• Advising Course Instructors and TAs on practical skills aimed at improving teaching performance, in order to enhance the quality of the undergraduate learning experience</li> <li>• Coordinating and delivering first-contract Course Instructor training camp three times per year (before the start of the Fall, Winter and Summer terms)</li> <li>• Providing consultation to Course Instructors and senior TAs on teaching practice, syllabus and course design, and course management</li> <li>• Developing and delivering additional training for Course Instructors and senior TAs</li> <li>• Assisting with the preparation and delivery of training workshops for new and returning TAs in Fall and Winter, in consultation with departments and divisions and TATP staff</li> <li>• Participation in TA Days in late August/early September</li> <li>• Assisting with other components of the TATP Certificate Program, including in-class observations, reviewing teaching dossiers, facilitating microteaching sessions</li> <li>• Organizing and overseeing the TATP Course Instructor Award process</li> <li>• Assisting with the organization, promotion and delivery of the TATP programming</li> <li>• Organizing, developing and/or conducting other workshops as needed on Course Instructor-related issues or broader teaching issues</li> <li>• Designing and completing a "Pedagogical Project" (e.g., project, resource, research design, etc.)</li> <li>• Assisting with TATP programming on all three campuses (UTM, UTSC and UTSG campuses)</li> <li>• Advising departments on Course Instructor training matters</li> <li>• Promoting the TATP office and its services</li> <li>• Liaising with the Centre for Teaching Support &amp; Innovation</li> <li>• Additional duties as required</li> </ul>

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.

**The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. Again, candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.**

**Application address:**

Michal Kasprzak, Assistant Director  
Centre for Teaching Support & Innovation / Teaching Assistants' Training Program  
University of Toronto  
4<sup>th</sup> Floor, Robarts Library  
130 St. George St.  
Toronto, ON, M5S 3H1

**Application content (i.e., application must include):**

- Curriculum vitae;
- Cover letter (1 to 2 pages, single spaced);
- Teaching philosophy statement (maximum 1 to 2 pages single spaced) with clear indication of EDIA-related work;
- 3 sample teaching materials which you designed (e.g., lesson plans, workshop outline and materials, study guides or other learning resources created for students, assignments and assignment instructions, course syllabi);
- List of all teaching assistant and course instructor positions (university and/or college based) as well as other teaching-related roles, and description of responsibilities for each role;
- Names and contact information for 2 referees, including at least one faculty member who has supervised the applicant in a TA position.

**Application submission:**

**Only electronic applications will be accepted. All materials—combined into a single PDF file and identified with your first and last name (e.g., “TATP 2022-23 Ravi Ramjeesingh”)—must be emailed to [services.ta@utoronto.ca](mailto:services.ta@utoronto.ca) by March 16, 2023 at 5pm.**

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca). During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca). For more information about accommodations at U of T, please visit our [Accommodation webpage](#).