**Appendix A**

**Letter of Understanding**

**SAMPLE LETTER OF OFFER OF A GRADUATE TEACHING ASSISTANTSHIP**

Date:

Graduate Student Name:

Address:

Dear:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is an offer of employment as a Graduate Student Teaching Assistant (GTA) in \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Indicate the name of the hiring unit - i.e., Department, School, Faculty, etc)* and also constitutes the letter referred to in Article 13.03 of the Collective Agreement between The University of Western Ontario and the Public Service Alliance of Canada. **The Collective Agreement can be found at:**

<http://uwo.ca/hr/form_doc/employee_agreements/gta.pdf>

This offer of employment corresponds to a full/partial Graduate Student Teaching Assistantship (GTAship).

You will be paid $\_\_\_\_ plus $\_\_\_ vacation pay. This corresponds to a total of \_\_\_\_ hours of work commencing on \_\_\_\_\_\_\_ and terminating on \_\_\_\_\_\_\_.

Your employment as a GTA will be in the following course(s): \_\_\_\_\_\_ , and your immediate supervisor will be \_\_\_\_\_\_\_\_\_\_. *(This information should be inserted if known at the time of the offer of employment, as noted in Article 13.03)*

Your duties and responsibilities may include those functions listed in Article 17.03 of the Collective Agreement between The University of Western Ontario and the Public Service Alliance of Canada, but will primarily be as follows:

* instruction, lecturing or supervision in classes, tutorials or laboratories,
* preparation of materials or set-up of required displays or apparatus for classes, tutorials or laboratories.
* presence at designated lectures,
* holding of office hours and meeting with students,
* grading of essays, assignments, laboratory reports, tutorials and term tests,
* proctoring of exams,
* conducting of field trips,
* employer required training, (including WHMIS and all other necessary health and safety training; AODA training; TA training)
* employer required meetings,
* reading and corresponding electronically with students relevant to the assigned course, and
* other teaching related duties

*(The information inserted here - or attached on a separate sheet if this is more convenient - would list the duties in the specific TA assignment, if known.)*

Reimbursement of any expenses incurred as a GTA shall be paid as per Article 10.06.

Overtime requests must follow the Letter of Understanding within GTA Collective Agreement.

GTAs are expected to abide by the terms of the Collective Agreement Article regarding Conflict of Interest.

Signature of Person Designated by the hiring unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(This signature should be that of the Person Designated, as defined in Article 2.01 of the Collective Agreement. This individual is also the Person Designated in Article 11 (Grievance Procedure).*

Signature of Graduate Chair of student's Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_ *(This signature confirms that the student is meeting program conditions for funding and progression (Article 13.02). This is especially important in those cases where the student's graduate program does not reside in the hiring unit. This signature should be obtained before an offer of employment is made to the student.)*

This offer of employment expires on \_\_\_\_\_\_\_ *(indicate date)* unless accepted by the student before this time.

To indicate that you accept this offer of employment, provide all of the information below and sign back one copy of this letter *(The student should be supplied with two copies of the letter)* to the Person Designated by the hiring unit before the above expiry date.

Graduate Student Number:

Social Insurance Number:

Study Permit Number (for international students):

Name of Student:

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE LETTOR OF OFFER OF A GRADUATE TEACHING ASSISTANTSHIP FOR INTERNATIONAL STUDENTS**

Date:

Graduate Student Name: (Given name and Surname and Gender indicated by Mr or Ms, etc, Date of Birth)

Address:

Dear: (Given name and Surname and Gender indicated by Mr or Ms, etc)

This letter is an offer of employment as a Graduate Student Teaching Assistant (GTA) in \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Indicate the name of the hiring unit - i.e., Department, School, Faculty, address, etc)* and also constitutes the letter referred to in Article 13.03 of the Collective Agreement between The University of Western Ontario and the Public Service Alliance of Canada. **The Collective Agreement can be found at:**

<http://uwo.ca/hr/form_doc/employee_agreements/gta.pdf>

This offer of employment corresponds to a full/partial Graduate Student Teaching Assistantship (GTAship).

You will be paid $\_\_\_\_ plus $\_\_\_ vacation pay. This corresponds to a total of \_\_\_\_ hours of work commencing on \_\_\_\_\_\_\_ and terminating on \_\_\_\_\_\_\_.

Your employment as a GTA will be in the following course(s): \_\_\_\_\_\_ , and your immediate supervisor will be \_\_\_\_\_\_\_\_\_\_. *(This information should be inserted if known at the time of the offer of employment, as noted in Article 13.03)*

Your duties and responsibilities may include those functions listed in Article 17.03 of the Collective Agreement between The University of Western Ontario and the Public Service Alliance of Canada, but will primarily be as follows:

* instruction, lecturing or supervision in classes, tutorials or laboratories,
* preparation of materials or set-up of required displays or apparatus for classes, tutorials or laboratories.
* presence at designated lectures,
* holding of office hours and meeting with students,
* grading of essays, assignments, laboratory reports, tutorials and term tests,
* proctoring of exams,
* conducting of field trips,
* employer required training, (including WHMIS and all other necessary health and safety training; AODA training; TA training)
* employer required meetings,
* reading and corresponding electronically with students relevant to the assigned course, and
* other teaching related duties

*(The information inserted here - or attached on a separate sheet if this is more convenient - would list the duties in the specific TA assignment, if known.)*

Reimbursement of any expenses incurred as a GTA shall be paid as per Article 10.06.

Overtime requests must follow the Letter of Understanding within GTA Collective Agreement.

GTAs are expected to abide by the terms of the Collective Agreement Article regarding Conflict of Interest.

Signature of Person Designated by the hiring unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(This signature should be that of the Person Designated, as defined in Article 2.01 of the Collective Agreement. This individual is also the Person Designated in Article 11 (Grievance Procedure).*

Signature of Graduate Chair of student's Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_ *(This signature confirms that the student is meeting program conditions for funding and progression (Article 13.02). This is especially important in those cases where the student's graduate program does not reside in the hiring unit. This signature should be obtained before an offer of employment is made to the student.)*

This offer of employment expires on \_\_\_\_\_\_\_ *(indicate date)* unless accepted by the student before this time.

To indicate that you accept this offer of employment, provide all of the information below and sign back one copy of this letter *(The student should be supplied with two copies of the letter)* to the Person Designated by the hiring unit before the above expiry date.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Permit Document Number: F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date the Study Permit was signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiry date of the Study Permit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_