APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

Teaching Assistant Job Posting

Department/School/Unit: Health Policy Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions
Date of Posting: August 17th 2017

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C725</td>
<td>Managing Communications in Health Care</td>
<td>1</td>
<td>1</td>
<td>65</td>
<td>20</td>
<td>Edgar, Rebecca/ Pullen, Heather</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

* Not all courses will be assigned teaching assistants as such decisions are subject to budgetary and enrolment considerations. Required courses with tutorial sections receive priority consideration.

** As defined by the applicable Undergraduate or Graduate calendar found at [http://academiccalendars.romcmaster.ca/index.php](http://academiccalendars.romcmaster.ca/index.php).

Anticipated Duties:

- L Leading Tutorials/Overseeing Laboratories/Field Trip Supervision
- P Preparation (Reading, Attending Lectures, Meeting with Instructor)
- S Student Consultation (Emails, Office Hours)
- I Invigilation
- G Grading (Marking, Entering Marks)
- O Other duties as assigned:

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at [http://registrar.mcmaster.ca/enrol/class-search/](http://registrar.mcmaster.ca/enrol/class-search/). Please note: “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

Skills, Qualifications, Abilities and Experience – Required & Preferred:
Minimum A- in C711 or equivalent education and experience

Other Information***:

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

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Written preferences may be submitted to: _
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OR For additional postings as per 13.03(b):
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Last updated: February 2017
APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

Teaching Assistant Job Posting

Department/School/Unit: Health Policy Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions
Date of Posting: August 17th 2017

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHMGT707</td>
<td>Health Management Foundations II</td>
<td>1</td>
<td>1</td>
<td>130</td>
<td>50</td>
<td>TBD</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

* Not all courses will be assigned teaching assistants as such decisions are subject to budgetary and enrolment considerations. Required courses with tutorial sections receive priority consideration.

** As defined by the applicable Undergraduate or Graduate calendar found at http://academiccalendars.mcmaster.ca/index.php.

Anticipated Duties:

| L | Leading Tutorials/Overseeing Laboratories/Field Trip Supervision |
| S | Student Consultation (Emails, Office Hours) |
| G | Grading (Marking, Entering Marks) |
| P | Preparation (Reading, Attending Lectures, Meeting with Instructor) |
| I | Invigilation |
| O | Other duties as assigned: |

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at http://registrar.mcmaster.ca/enrol/class-search/. Please note: “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

Skills, Qualifications, Abilities and Experience – Required & Preferred:
experience with online courses

Other Information**:

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

For guarantee postings as per 13.02(g)(i):

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Applications submitted to: https://dsbta.business.mcmaster.ca/

QR For additional postings as per 13.03(b):

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Application deadline: 4:30pm on __August 30, 2017__

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Last updated: February 2017
APPENDIX A – TEACHING ASSISTANT JOB POSTING

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Teaching Assistant Job Posting

Department/School/Unit: Health Policy Management
Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions

Date of Posting: August 17th 2017

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<thead>
<tr>
<th>Course #*</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH MGT7 00</td>
<td>Health Policy</td>
<td>1</td>
<td>1</td>
<td>130</td>
<td>45</td>
<td>G. Randall</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

* Not all courses will be assigned teaching assistants as such decisions are subject to budgetary and enrolment considerations. Required courses with tutorial sections receive priority consideration.

** As defined by the applicable Undergraduate or Graduate calendar found at http://academiccalendars.romcmaster.ca/index.php.

Anticipated Duties:

- L Leading Tutorials/Overseeing Laboratories/Field Trip Supervision
- P Preparation (Reading, Attending Lectures, Meeting with Instructor)
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- I Invigilation
- G Grading (Marking, Entering Marks)
- O Other duties as assigned:

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Skills, Qualifications, Abilities and Experience – Required & Preferred:

Minimum grade A- in HM700

Other Information***:

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

For guarantee postings as per 13.02(g)(i):

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Last updated: February 2017
APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

Teaching Assistant Job Posting

Department/School/Unit: Health Policy Management

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions

Date of Posting: August 17th 2017

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C741</td>
<td>Healthcare Marketing</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>15</td>
<td>Hupfer, Maureen</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

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** As defined by the applicable Undergraduate or Graduate calendar found at http://academiccalendars.mcmaster.ca/index.php.

Anticipated Duties:

| L | Leading Tutorials/Overseeing Laboratories/Field Trip Supervision |
| S | Student Consultation (Emails, Office Hours) |
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| O | Other duties as assigned: |

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Skills, Qualifications, Abilities and Experience – Required & Preferred:
Minimum A- in C711 or equivalent education and experience

Other Information***:

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Last updated: February 2017
## APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

### Teaching Assistant Job Posting

**Department/School/Unit:** Health Policy Management  
**Bargaining Unit:** CUPE 3906 Unit #1  
**Wage Rate** (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions  
**Date of Posting:** August 17th 2017

<table>
<thead>
<tr>
<th>Course #*</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH MGT7 34</td>
<td>Quality and Safety in Healthcare</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>18</td>
<td>Heenan, Michael</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

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### Anticipated Duties:

- L Leading Tutorials/Overseeing Laboratories/Field Trip Supervision  
- P Preparation (Reading, Attending Lectures, Meeting with Instructor)  
- S Student Consultation (Emails, Office Hours)  
- I Invigilation  
- G Grading (Marking, Entering Marks)  
- O Other duties as assigned:

### Lecture/Laboratory/Tutorial Locations, Times and Days (if available):

Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at [http://registrar.mcmaster.ca/enrol/class-search/](http://registrar.mcmaster.ca/enrol/class-search/). **Please note:** “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

### Skills, Qualifications, Abilities and Experience – Required & Preferred:

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### Other Information***:

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Last updated: February 2017
APPENDIX A – TEACHING ASSISTANT JOB POSTING

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Teaching Assistant Job Posting

Department/School/Unit: Health Policy Management
Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No restrictions

Date of Posting: August 17th 2017

<table>
<thead>
<tr>
<th>Course #*</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C722</td>
<td>Management of Population Health</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>50</td>
<td>Longo, Chris</td>
<td>SPGOI</td>
</tr>
</tbody>
</table>

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Skills, Qualifications, Abilities and Experience – Required & Preferred:

Other Information***:

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Last updated: February 2017
APPENDIX A – TEACHING ASSISTANT JOB POSTING

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Teaching Assistant Job Posting

<table>
<thead>
<tr>
<th>Department/School</th>
<th>Bargaining Unit: CUPE 3906 Unit #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only):</td>
<td><strong>No restrictions</strong></td>
</tr>
</tbody>
</table>

Date of Posting: August 22, 2017

<table>
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<tr>
<th>Course #*</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C725</td>
<td>Managing Communications in Health Care</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>20</td>
<td>Edgar, Rebecca/Pullen, Heather</td>
<td>SPGOI</td>
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Anticipated Duties:

<table>
<thead>
<tr>
<th>L</th>
<th>Leading Tutorials/Overseeing Laboratories/Field Trip Supervision</th>
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</thead>
<tbody>
<tr>
<td>P</td>
<td>Preparation (Reading, Attending Lectures, Meeting with Instructor)</td>
</tr>
<tr>
<td>S</td>
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<tr>
<td>O</td>
<td>Other duties as assigned:</td>
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Skills, Qualifications, Abilities and Experience – Required & Preferred:

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