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: Human Resources Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
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>1B03</td>
<td>Business Environment and Organization</td>
<td>2</td>
<td>1</td>
<td>65</td>
<td>130</td>
<td>Cossa, Rita</td>
<td>LGSPOI</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
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/. 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 B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; must be available to attend lectures on Wednesday evenings from 7-9:50 p.m.; knowledge of VLOOKUP an asset

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):
Written preferences may be submitted to: Applications submitted to: https://dsbta.business.mcmaster.ca/

OR For additional postings as per 13.03(b):
Preferences must be submitted by 4:30pm on Application deadline: 4:30pm on August 30th 2017
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

Please note: those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.

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

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<tr>
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<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4PA3</td>
<td>Business Policy</td>
<td>8</td>
<td>1</td>
<td>97.5</td>
<td>46</td>
<td>Cossa, Rita/</td>
<td>LGSPOI</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>Vilks, Peter</td>
<td></td>
</tr>
</tbody>
</table>

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** 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 |
| 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:
preference to previous TA’s and graduates of 4PA3. Must be able to attend lectures.

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):
Preferences must be submitted by 4:30pm on _August 30th 2017_
Application deadline: 4:30pm on _August 30th 2017_

Written preferences may be submitted to:
Applications submitted to: https://dsbta.business.mcmaster.ca/

OR For additional postings as per 13.03(b):
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

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_Last updated: February 2017_
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</tr>
</thead>
<tbody>
<tr>
<td>4SA3</td>
<td>International Business</td>
<td>6</td>
<td>1</td>
<td>97.5</td>
<td>45</td>
<td>Stockton, Linda/ Fung, Timothy</td>
<td>LGSP0I</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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| 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:
Minimum A- in 4SA3

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:** Human Resources Management  
**Wage Rate** (include any limitations – i.e. TAs with guarantees only, Class ’B’ only): **No limits**  
**Date of Posting:** August 17th 2017

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<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4SD3</td>
<td>Commercial Law</td>
<td>3</td>
<td>1</td>
<td>65</td>
<td>50</td>
<td>Stillman, Paul</td>
<td>LGSPOI</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](http://academiccalendars.mcmaster.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 grade A in 4SD3 or P722

### 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):

Written preferences may be submitted to:  
Applications submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

### For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on  
Application deadline: 4:30pm on August 30th 2017
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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: Human Resources Management
Bargaining Unit: CUPE 3906 Unit #1

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

Date of Posting: August 17th 2017

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<th>Anticipated Duties (see below)</th>
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</thead>
<tbody>
<tr>
<td>4SH3</td>
<td>Case Analysis and Presentation Skills</td>
<td>1</td>
<td>1</td>
<td>97.5</td>
<td>25</td>
<td>Stockton, Linda</td>
<td>LGSPOI</td>
</tr>
</tbody>
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** 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) |
| 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/. **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:
Completion of 4EL3

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

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Teaching Assistant Job Posting

Department/School/Unit: Human Resources Management
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
Date of Posting: August 17th 2017

<table>
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<tr>
<th>Course #</th>
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<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4SX3</td>
<td>White Collar Crime</td>
<td>1</td>
<td>1</td>
<td>32.5</td>
<td>30</td>
<td>Sorbara, Dominic</td>
<td>LGSPOI</td>
</tr>
</tbody>
</table>

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** 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 |
| 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: |

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Skills, Qualifications, Abilities and Experience – Required & Preferred:
Minimum A- in course equivalent

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

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<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I605</td>
<td>Managing Organizations</td>
<td>1</td>
<td>1</td>
<td>130</td>
<td>180</td>
<td>Dhebar, Sanjay</td>
<td>LGSPPOI</td>
</tr>
</tbody>
</table>

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** 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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Skills, Qualifications, Abilities and Experience – Required & Preferred:
Minimum grade A in 4SD3 or P722

Other Information***:

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### Teaching Assistant Job Posting

**Department/School/Unit:** Human Resources Management  
**Bargaining Unit:** CUPE 3906 Unit #1

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

**Date of Posting:** August 17th 2017

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<th>Anticipated Duties (see below)</th>
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</thead>
<tbody>
<tr>
<td>P700</td>
<td>Business, Government and the Global Environment</td>
<td>1</td>
<td>1</td>
<td>97.5</td>
<td>20</td>
<td>Constantinou, Peter</td>
<td>LGPSOI</td>
</tr>
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### Skills, Qualifications, Abilities and Experience – Required & Preferred:

Minimum A in P700, knowledge of government plans, briefing notes, and stakeholder engagement plans

### 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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Teaching Assistant Job Posting

Department/School/Unit: Human Resources Management

Bargaining Unit: CUPE 3906 Unit #1

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

Date of Posting: August 17th 2017

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<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P720</td>
<td>Strategic Management</td>
<td>1</td>
<td>1</td>
<td>130</td>
<td>30</td>
<td>Mcknight, Brent</td>
<td>LGSP0I</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:

Minimum A in P720

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):

Written preferences may be submitted to: Applications submitted to: https://dsbta.business.mcmaster.ca/

** For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on Application deadline: 4:30pm on August 30th 2017
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

**Please note:** those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.

_Last updated: February 2017_
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

<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>P722</td>
<td>Legal Aspects of Business</td>
<td>1</td>
<td>1</td>
<td>32.5</td>
<td>25</td>
<td>Stillman, Paul</td>
<td>LGSPOI</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
- 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/. 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 grade A in P722 or course equivalent

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):

Written preferences may be submitted to:
Applications submitted to: https://dsbta.business.mcmaster.ca/

OR For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on
Application deadline: 4:30pm on _August 30th_ 2017
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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: Human Resources Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
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>1EO3</td>
<td>Business Environment and Organization</td>
<td>7</td>
<td>2</td>
<td>97.5</td>
<td>65</td>
<td>Cossa, Rita</td>
<td>LGSPoi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>65</td>
<td></td>
<td></td>
<td></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:

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

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:

- **97.5 hours (Teaching tutorials):** minimum B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; will run four weekly tutorials; must attend first TA meeting on Thursday, December 7 from 10:30 a.m. to noon; must attend weekly TA meetings on Fridays from 10:30 to 11:20 a.m. once the term begins; must be available to invigilate the midterm on Friday, Feb. 9 from 5:30 - 8:30 p.m.
- **65 hours (administrative):** minimum B+ in COMM 1EO3; must be proficient with VLOOKUP; must be available to invigilate the midterm on Fri., Feb. 9 from 5:30 - 8:30 p.m.

Other Information***: State if you prefer the teaching or administrative position

*** 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):

Written preferences may be submitted to:
Applications submitted to: https://dsbta.business.mcmaster.ca/

OR For additional postings as per 13.03(b):
Preferences must be submitted by 4:30pm on
Application deadline: 4:30pm on August 30th 2017
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

Please note: those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.

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: Human Resources Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
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>4PA3</td>
<td>Business Policy</td>
<td>8</td>
<td>2</td>
<td>97.5</td>
<td>43</td>
<td>Neville, Francois/ Vilks, Peter</td>
<td>LGSPPOI</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: preference to previous TA’s and graduates of 4PA3. Must be able to attend lectures.

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):

Written preferences may be submitted to:
Applications submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

OR For additional postings as per 13.03(b):
Preferences must be submitted by 4:30pm on
Application deadline: 4:30pm on _August 30th 2017_
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

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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:** Human Resources Management  
**Bargaining Unit:** CUPE 3906 Unit #1

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

**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>4SA3</td>
<td>International Business</td>
<td>6</td>
<td>2</td>
<td>97.5</td>
<td>45</td>
<td>Stockton, Linda</td>
<td>LGSP01</td>
</tr>
</tbody>
</table>

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** 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:** Strong sense of responsibility; able to attend all classes; good knowledge about management and global economy

**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):**

Written preferences may be submitted to:  
Applications submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

**OR For additional postings as per 13.03(b):**

Preferences must be submitted by 4:30pm on  
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*Last updated: February 2017*
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**

<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>4SD3</td>
<td>Commercial Law</td>
<td>2</td>
<td>2</td>
<td>65</td>
<td>50</td>
<td>Stillman, Paul</td>
<td>LGSPOI</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 P722 or 4SD3, or previous experience as TA for Stillman

**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):**

Written preferences may be submitted to:
Applications submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

**OR For additional postings as per 13.03(b):**

Preferences must be submitted by 4:30pm on August 30th 2017

Application deadline: 4:30pm on _August 30th 2017_
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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>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>4SG3</td>
<td>Corporations and Society</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>25</td>
<td>McKnight, Brent</td>
<td>LGSPOI</td>
</tr>
</tbody>
</table>

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

Anticipated Duties:

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

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:

Preference to PhD student; interest in social or environmental issues

**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):

Written preferences may be submitted to: Applications submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on Application deadline: 4:30pm on August 30th 2017
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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: Human Resources Management
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
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>IBH1A B3</td>
<td>Organizational Behaviour</td>
<td>1</td>
<td>2</td>
<td>65</td>
<td>80</td>
<td>Cossa, Rita</td>
<td>LGSPOI</td>
</tr>
</tbody>
</table>

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Anticipated Duties:

| L | Leading Tutorials/Overseeing Laboratories/Field Trip Supervision |
| S | Student Consultation (Emails, Office Hours) |
| G | Grading (Marking, Entering Marks) |

Preparation (Reading, Attending Lectures, Meeting with Instructor)
Invigilation
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 B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; must be available to attend lectures on Thursdays from 2:30 - 4:20 p.m.

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/](https://dsbta.business.mcmaster.ca/)

For additional postings as per 13.03(b):
Preferences must be submitted by 4:30pm on _August 30th 2017_
Application deadline: 4:30pm on _August 30th 2017_
All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

**Please note:** those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.

*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

<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>P700</td>
<td>Business, Government, and the Global Environment</td>
<td>1</td>
<td>2</td>
<td>130</td>
<td>30</td>
<td>Constantinou, Peter</td>
<td>LGSPOI</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](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/](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 P700

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):

Written preferences may be submitted to: [https://dsbta.business.mcmaster.ca/](https://dsbta.business.mcmaster.ca/)

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: Human Resources Management
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
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>
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<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P720</td>
<td>Strategic Management</td>
<td>1</td>
<td>2</td>
<td>97.5</td>
<td>60</td>
<td>Calic, Goran</td>
<td>LGSPOI</td>
</tr>
</tbody>
</table>

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** 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) |
| 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/. 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 P720

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):
Written preferences may be submitted to:
Applications submitted to: https://dsbta.business.mcmaster.ca/

OR For additional postings as per 13.03(b):
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Application deadline: 4:30pm on _August 30th 2017_
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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: Human Resources Management
Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): No limits
Date of Posting: August 17th 2017

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<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P731</td>
<td>Crisis Management and Communications</td>
<td>1</td>
<td>2</td>
<td>32.5</td>
<td>30</td>
<td>Sessional 3 - STRAT, Unknown</td>
<td>LGSPOI</td>
</tr>
</tbody>
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Skills, Qualifications, Abilities and Experience – Required & Preferred: Strong writing and editing skills. Knowledge of strategic business communication practices. Ability to help provide immediate feedback to students on case study reports.

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):

Application deadline: 4:30pm on August 30th 2017

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