

**STATEMENT 5.0.12 – Availability of Teaching Assistants for Course Assessment Adjudication (Marking)
Undergraduate Medical Education**

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| Approved by: | UME Operations |
| Date of original approval: | May 2014 |
| Date of last review: | May 2013 |
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I. PURPOSE

Course Chairs may choose to employ a Teaching Assistant to support the grading and adjudication of course based assessments (mid-term examination, final examination, assignments). Teaching Assistants are available on an annual basis and are subject to a maximum number of hours based on budgetary availability.

II. STATEMENT

1.0 Selection of a Teaching Assistant

- 1.1 Should they so desire, the Course Chair(s) will be responsible for the recruitment and selection of a Teaching Assistant.
- 1.2 The Course Chair(s) will be responsible for the determination of the number of hours required for each Teaching Assistant to a maximum of 70 hours per course, per year.
- 1.3 There is no limit to the number of Teaching Assistants hired by any individual course, provided that the total number of accumulated hours of all Teaching Assistants does not exceed 70 hours per year.
- 1.4 On selection of a Teaching Assistant, the Course Chair will notify the Manager, Undergraduate Medical Education such that a contract letter and Staff Appointment Notice can be produced. This notification shall include the following:
 - 1.4.1 the total number of hours to be allocated to the Teaching Assistant
 - 1.4.2 the start date of employment
 - 1.4.3 the end date of employment
 - 1.4.3.1 Under no circumstances will a contract letter or Staff Appointment Notice be back dated. Teaching Assistants must be hired before they begin their term of employment.
- 1.5 On receipt of the notification by the Course Chair, the Manager, Undergraduate Medical Education will contact the identified Teaching Assistant.
- 1.6 The following information is required to complete the paper work associated with new hires at the Schulich School of Medicine & Dentistry:
 - 1.6.1.1 Full, legal name
 - 1.6.1.2 Home address
 - 1.6.1.3 Telephone number
 - 1.6.1.4 Western Employee Identification Number, or
 - 1.6.1.5 Western Student Number
 - 1.6.1.6 Social Insurance Number
 - 1.6.1.7 Confirmation of Canadian Citizenship
 - 1.6.1.8 Birth day, month and year

- 1.6.2 A Contract Letter will be provided to the Teaching Assistant. The contract letter will be signed, scanned and returned to the Manager, Undergraduate Medical Education as soon as possible.
- 1.6.3 Upon receipt of the signed contract letter, it will be sent to the Human Resources Office at the Schulich School of Medicine & Dentistry for processing. A copy of the letter and the Staff Appointment Notice will be mailed to the home address of the Teaching Assistant and kept on file in the Undergraduate Medical Education Office.
- 1.7 In all cases, the Teaching Assistant will report to the Course Chair(s).