

Report to Senate

Teaching Assistants Consultative Committee

January 29, 2009

BACKGROUND OF THE REPORT

In April 2003, SCAD approved the establishment of a Sub-Committee on Teaching Assistants (TAs) at Queen's University. The Senate policy on *Teaching Assistants at Queen's University* (the Policy) was approved by Senate at the May 25, 2005 meeting. The policy at Part X states that the Consultative Committee on TAs shall recommend, as needed, amendments to any section already co

Amendment to Teaching Assistant Agreement Form
At the bottom of page two of the form:

Current	Proposed Amendments
This agreement was developed by the Alma Mater Society (AMS), Instructional Development Centre (IDC), School of Graduate Studies and Research (SGSR) and the Society of Graduate and Professional Students (SGPS).	This agreement was developed by the Alma Mater Society (AMS), <u>the Centre for Teaching and Learning (CTL)</u> , the School of Graduate Studies and Research (SGSR) and the Society of Graduate and Professional Students (SGPS). <u>The TA Agreement form is required by units to formalize workload details at the start of every TA assignment. The form can be revised to set out locally drafted facsimile workload agreements. However, it is mandatory that the requisite information be recorded and filed with the relevant department(s).</u>

Protocol for Resolving Disputes

Part V of the Policy (Protocol) provides a sequence of steps to follow in an effort to resolve disputes that may arise between teaching assistants and course supervisors.

The Consultative Committee proposes that the wording of the current procedure be amended to make an explicit reference to the TA agreement document. It was agreed by the Committee that the TA Agreement’s utility in overcoming any potential dispute should be emphasized by making explicit reference to it in the dispute resolution procedure. The Committee also recommends that the dispute resolution procedure incorporate an additional step prior to a formal hearing of the dispute. The University encourages the informal resolution of disputes, which may be achieved with the assistance of the Co-ordinator Dispute Resolution Mechanisms (CDRM). The Protocol will be amended to allow the parties to enter into discussions with the CDRM as chair or, if the parties agree, as mediator.

Amendment to the Protocol for Resolving Disputes
At Part V: Protocol, page 5:

Current	Proposed Amendments
Step One In the situation where a TA has an employment-related concern, the grievance is made either orally or in writing to the course supervisor, in the first instance.	Step One <u>The grievance is made either orally or in writing to the course supervisor. A TA may seek the assistance of a friend or advisor in the preparation and/or</u>

The TA may be accompanied by a friend or advisor. The Head of the unit may be accompanied by another member of the Department.

This meeting may be continued on a later date if time poses a barrier to its progress, or it may be adjourned to a later date if additional information or material would assist in resolving the matter. Normally the period for alternative dispute resolution will not exceed four weeks.

The CDRM will prepare and obtain the parties' signatures on a *Meeting Memorandum* indicating either the terms of settlement of the grievance or that the meeting concluded without resolution. In the event that the meeting concluded without resolution, the Memorandum would include a statement informing the TA of;

Respectfully submitted,
Professor David Rappaport
Acting Chair, TA Consultative Committee
Associate Dean, SGSR

TA Consultative Committee Membership 2008-2009:

J. Deakin, Dean SGSR
A. Leger, Centre for Teaching and Learning
J. Lin, Vice-President Internal (Graduate), SGPS
M. Lombardi, Academic Affairs Commissioner, AMS
E. Power, Faculty Member-at-Large