



Teaching Assistant Application:

Please complete the form and submit it to Meredith Richards, ugadm@chem.queensu.ca
by **Friday, March 18, 2022**.

A copy of your application must also be provided to your supervisor.

DEPARTMENT OF CHEMISTRY

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended. The information will be used to process your Teaching Assistant Application.

Teaching Assistant positions are needed to support the courses being offered online this summer through Arts & Science Online. ASO will determine actual contract hours later, closer to the start of the term and in consultation with the instructor.

The teaching assistants that we are seeking are for the support of online courses. Some training and preparation are needed before the start of the course. Candidates must be prepared to work outside the regular 9-5 workweek and have access to the internet and a computer that meets minimum requirements. Experience with learning management systems (eg onQ) and videoconferencing software (e.g. Zoom or Adobe Connect) would be an asset.

All applicants must submit their course preferences. Please refer to the endnote to identify which preference group you fall under and submit any additional documentation required (if needed).

Applicant's Name:

Applicant's Research Supervisor:

Applicant's Program:

Program Start Date: Term: Year:

Areas of Expertise/Experience (select all applicable and indicate additional if needed):

General Chemistry	Physical Chemistry	Chemical Separations (GC, HPLC)
Organic Chemistry	Theoretical and Computational Chemistry	Molecular Spectroscopy (NMR, FT-IR, UV-VIS, Fluorescence, Mass-Spec)
Inorganic Chemistry and Transition Metals	Materials	Atomic Spectroscopy
Green Chemistry	Redox and Electrochemistry	

Course Preferences:

Please indicate in the last two columns the courses for which you would like to apply and rank your selection in order of preference (1 to 5 scale, 1 is most preferred).

Course	Term	Max Enr	Estimated Enrolment	Estimated # of TAs	Estimated Hours per TA	Yes/No	Preference Rank
CHEM 113	May - June	150	120	3	60		
CHEM 114	July - August	95	70	2	60		
CHEM 112 lab camp *on-campus role	August 19-31, 2022	152	30	1	30		
CHEM 281	May - June	200	185	6	82		
CHEM 285	July - August	95	93	2	82		

The TA agrees that the TA activities and approximate hours indicated on this form are subject to change by the Employment Supervisor. The TA and Employment Supervisor agree that any change to the total number of TA hours should be made in accordance with Article 16.07 (g) "Hours of Work" of the Collective Agreement. The TA and Employment Supervisor acknowledge that any potential conflicts (as defined at Article 12.03 "Appointments" of the Collective Agreement) regarding the TA and this appointment have been discussed.

(Note – Article references may change)

Applicant's Signature

Date

Note to TA: As a Teaching Assistant you are represented by the Public Service Alliance of Canada, Local 901. Your terms and conditions of employment and bargaining rights are set out in the Collective Agreement which can be found at: www.queensu.ca/humanresouces/employees/unions.html and www.psa901.org.

A TA may exercise reasonable intellectual discretion in relation to the course objectives and content, and in accordance with guidelines set out by the Employment Supervisor, without reprisal or discipline.

A limited number of Teaching Assistantships are available for graduate students in the Department of Chemistry, and are offered based upon the needs of the undergraduate program. If you decline a Teaching Assistantship that has been offered as part of your financial support package then the package will be reduced accordingly. Teaching assistantships may range from 30 to 120 hours for one term but may not exceed an average of 10 hours per week.

Group A: Qualified graduate students in the Department of Chemistry for whom TA ships have been offered as part of a funding commitment; for M.Sc. students in years 1 and 2, for Ph.D. students in years 1 through 4.

Group B: Qualified graduate students in the Department of Chemistry who have exceeded the terms of their funding commitment (M.Sc. years 3 or higher; Ph.D. years 5 or higher), or qualified graduate students in the Department of Chemistry for which there is no funding commitment.

Group C: Qualified graduate students who previously held a TA ship in the Department of Chemistry.

Group D: Qualified graduate students who do not meet the criteria for groups A, B, or C.

Graduate students in Groups B-D must submit a curriculum vitae and a copy of their Queen's transcript (unofficial transcript acceptable).

¹ Proficiency in English and good communication skills are a requirement for all TA positions.