



POLICIES and PROCEDURES

Responsible Unit	Provost & Vice-President, Academic
Last Reviewed/Updated	May 2021
Approving Sector Head	Provost & Vice-President, Academic
Policy	Undergraduate Student Teaching Assistants

1. The responsibility for selecting student assistants rests with the individual Departments and Schools. A list of student assistants should be sent to the Department of Human Resources for processing using the Student Teaching Assistants Enrollment Form, by the date specified by the Payroll Administrator.
2. The amount of stipend payable to students is based on minimum wage and any change from year to year is circulated by Human Resources to those concerned.
3. Student assistants are expected to work an average of six hours per week for a 12-week period per term. Academic assistants' duties are to be confined to direct aid in the course(s) to which each student is assigned. No academic assistants may be employed in courses with 20 or less students, except if specified non-lecture activities are normally an integral part of the course, e.g., laboratory.
4. Student assistants are required to complete an [New Hire Information form](#), available at the Department of Human Resources website. Student employees must have a valid Social Insurance Number (SIN). The process for applying for a SIN can be found by visiting the [Service Canada](#) website.
5. Any reassignments, deletions or additions of student assistants should be communicated to the Department of Human Resources, in writing, as soon as they occur.
6. Any changes to the master list of assistantships for second term should be sent to the Department of Human Resources as soon as possible.
7. Only in exceptional cases will a student be permitted to hold two teaching assistantships. Permission to do so would only be given after consideration of the student's academic record and needs of the Departments/Schools concerned.
8. A Work Permit is no longer required for international students who hold a valid Study Permit, provided they are in attendance and **registered as full-time students** at the post-secondary institution where the employment will take place. "On-campus" employment is defined as employment in facilities owned, leased, or rented by the educational institution (for example it can be a private business located on-campus that provides service to the institution).