**Department of Political Science**

University of Toronto

Notice of Acceptance – Teaching Assistantship

Fall/Winter 2022-23

Please submit a **separate form for each contract,** even if it’s in the same course.

**Please check one of the following boxes:**

🞎 YES, I accept the Teaching Assistantship Offer for the following course:

🞎 NO, I do not accept the Teaching Assistantship Offer for the following course:

|  |  |
| --- | --- |
| ***Course # and Name:*** |  |
| ***# of Hours:*** |  |
| ***Rate/Hr***(subject to CUPE 3902, Unit 1 salary updates)***:*** | Effective January 1, 2022: $47.17/hr |

***If you have accepted the position above, please provide the following required information:***

|  |  |
| --- | --- |
| ***NAME:*** |  |
| ***SOCIAL INSURANCE #:*** |  |
| ***DATE OF BIRTH:*** |  |
| ***PHONE NUMBER:*** |  |
| ***PREFERRED EMAIL:*** |  |
| ***CURRENT MAILING ADDRESS:*** |  |
| ***CITIZENSHIP:*** | 🞎 Canadian/PR. 🞎International (include copy of student visa) |
| ***STUDY PERMIT # (if applicable)*** |  |
| ***STUDY PERMIT EXPIRATION DATE*** |  |

***First Time TAs must provide the following documents in order to be paid.***

***Returning TAs whose info has changed*** *must provide the following to update records****:***

* + ***VOID cheque or Direct Deposit form issued by financial institution (handwritten details not accepted).***
  + *copy of* ***Social Insurance card***
  + ***tax forms (***[***federal***](C://Users/cbranton/Downloads/td1-fill-22e.pdf) ***and*** [***provincial***](C://Users/cbranton/Downloads/td1on-fill-22e.pdf)***)***
  + Copy of study permit (for international students only)

Please indicate your status: 🞎Undergraduate Student 🞎 SGS I Masters 🞎SGS II Masters/SGSII Ph.D

**Please check confirmation boxes if correct.**

🞎 I confirm that I will be registered as a University of Toronto student or postdoctoral fellow on the date that this appointment begins. I understand that if I should cease to be registered as a University of Toronto student or PDF during the period of this appointment, for any reason other than convocation, I must immediately notify my supervisor, and my appointment may be terminated.

🞎 I accept the Teaching Assistantship for the above-noted course on the terms and conditions laid out in my contract letter which I have read and understand, including documents referenced within the letter. I further understand and agree that the offer will be deemed null and void, or my employment will be deemed abandoned, if any of the conditions noted above and in my letter are not satisfied.

**By signing below, I confirm all information noted above:**

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**Digital or handwritten signature** (HR won’t accept simple type) **Date**

**After signing, please return this Notice of Acceptance (**and supporting docs if required) via [POL Forms Portal](https://forms.office.com/Pages/ResponsePage.aspx?id=JsKqeAMvTUuQN7RtVsVSEANg4FnCfYhPtzpjAZePVz1URUEwNkVGMEFJVFlSOENQMFBSNkNZQUhPTCQlQCNjPTEu) (please name your NOA document in this format with your course and hours details: surname\_pol999h1f\_210hrs).

If you are **declining** email Ryan Hurl and cc Carolynn Branton and just complete the top section (name and course #), sign and send it via the portal.