



We are the union.
Our power is solidarity.

McGill works because we do.

 @agsem.aedem

 mail@agsem-aedem.ca

 www.agsem.ca



Teaching Assistant Handbook

A step-by-step guide to the entire TA process, from application to excelling at your job to turning in your final grades.



This TA handbook is brought to you by our TA and Invigilator union, AGSEM. www.agsem.ca

Important Dates for Your TA Application:



For Fall and Full Year Courses:
Posted: The third Monday of May, at the latest

For Winter Courses:
Posted: The third Monday of October, at the latest

For Summer Courses:
Posted: The second Monday of March, at the latest

The application deadline in each case is at least 14 working days after posting.

You will receive a notification no later than 35 days after the application deadline.

Email your department administrator if you are unsure where to find TA postings.



What is a Teaching Assistant (TA)?

TAs assist course instructors with tasks such as grading; holding office hours; leading conferences, labs, and tutorials; and managing assignments. All TAs are graduate students at McGill and are members of the Association of Graduate Students Employed at McGill (AGSEM), the teaching support union.

A Teaching Assistant is a worker. Being a TA can greatly enhance your expertise as a researcher and provide meaningful experience for your career, but when you TA at McGill, you are a worker and are compensated with *wages, not funding*.

How do I become a TA?

All TAs are hired after submitting an application form to a department (Hiring Unit). Your department should notify you of positions available for the next semester via email *and* post those positions publicly on Workday.

There should only be one application process per term for each Hiring Unit. On the application, you will list your preferred courses and qualifications. Postings will describe available courses, instructors, and the number of hours offered. Postings may be tentative or a course's details may be TBA, but most qualifications should be listed on the posting and in general.

Remember:

- A department may not require separate applications for different courses.
- A department must accept your application in electronic form. If you have difficulty submitting an electronic form, let the administrators of the hiring unit know as soon as possible.
- No TA application form may require your academic supervisor's signature.
- When you apply for a TA position, your employment file is made available to the department. You can always request to view your employment file and add material.
- TA positions are offered by academic departments, not by course instructors. Every TA must be hired fairly and compensated at the standard wage.
- You should not be required to produce additional qualifications or interview for a TA position.

Tip: You may apply for a TA position in multiple departments. Search the Workday postings for related academic units.

Questions to ask your instructor:



How much feedback should I provide when grading?

Should I aim for an average or curve my grades?

How should I calculate attendance?

What is your policy if a student wants their grade revised?

What should I do if I am not comfortable grading assignments in a particular language?

Will I need to use myCourses, Minerva, Zoom, or another digital platform?

How do you prefer to submit grades?

When will I get my textbook or course pack?

Will I get a Uprint copy card?

Do you have a grading rubric?

Can you give me examples of discussion questions or lesson plans for my sections?

What are rules and safety information for the lab?

Do any students have accommodation needs?

What happens when I receive a TA offer?

Step 1: Accept the offer on Workday. Submit your AGSEM membership form to the union (use the online form linked on the AGSEM website or email a pdf format to mail@agsem-aeedem.ca). Since a TA position is a short-term contract, you must fill out a union membership form each time you accept a new position.

Step 2: Contact the course instructor and arrange a meeting. At your first meeting, you should receive a copy of the syllabus and a Workload Form. **Fill out the Workload Form with the instructor and reach a mutual agreement on the distribution of hours.** You have the right to request previous Workload Forms for the course.

Remember:

- Conference or lab sections might not be scheduled until after the add/drop deadline, but you should know how many hours you will commit to leading sections when you sign the Workload Form.
- Enrolment may fluctuate. If you have committed to grading a certain number of assignments, make sure that your hours or workload are adjusted so that you are not given additional grading without additional compensation.
- Lectures attended must be included on the Workload Form. If you feel attending lectures is necessary for your job performance, you **must** be compensated for that time.
- **You must be paid for all hours worked**, including all mandatory training (e.g. a departmental TA orientation session or the "It Takes All of Us" employee training)
- Your instructor must provide you with a "desk copy" of all materials assigned for the course. Don't purchase your own books or course packets.

Step 3: Set up your myCourses permissions, your staff email, and your office space.

- If using myCourses, make sure you are granted access as a TA or an Instructor.
- All TAs receive a staff email (your.name@mcgill.ca) in addition to their student email (your.name@mail.mcgill.ca). Messages sent through myCourses will automatically route to this email address. Make sure to set it up so that you don't miss any communication!
- Sign up for office space if you are holding office hours for consultation with students. Each department is required to provide space to TAs. Contact your department's administrator if you do not know how to access your work space.

Step 4: Meet with the instructor after midterm to review the Workload Form and discuss your performance. **The midterm review is mandatory.** This is the time to adjust the distribution of hours if enrollment has fluctuated or if you feel you need more time for certain tasks. The instructor should request additional hours from the Hiring Unit, if needed, or reallocate work that will not fit within your contracted hours. **You are under no obligation to work over your hours, and you should not be pressured to do so.** Let the instructor know of any schedule changes or leaves as soon as possible (see more below). You can also revise your workload form as many times as needed, not just at mid-term!



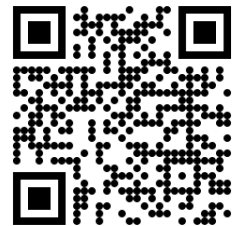
No more free hours. Almost half of McGill TAs have worked for free.
This money matters. TA labour matters.

So what do we do about it? Make this term about valuing your work. Commit to not working for free. Fill out the Workload Form. Track your hours. Stop when you reach your contract limit. This is **work-to-rule**: it just means we're following the rules. We work the hours we're paid for. If McGill needs more work, they'll need to pay us.

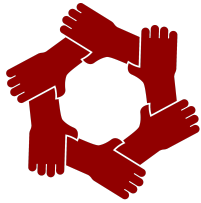
When nearing the end of your contract hours, inform your course supervisor. Schedule a meeting with them to revise your Workload Form with your fellow TAs—they're probably in the same boat as you! Discuss together how the remainder of the work for the course will be completed. If there are not enough hours, it is time for your course supervisor to ask the department for more hours. If more hours are granted, you get the first right of refusal—that is, you get to accept or reject these hours before they can be offered to a grader. If more hours are not granted, stop working. In any case, contact your AGSEM delegate and your Grievance Officer with details of the situation. **Collectively, we say: no more free hours.**

NO MORE FREE HOURS.

track your hours
sign the open letter
get organized with us



How can I get involved with AGSEM?



Organize! Your colleagues are often your best resource for improving your teaching. You have the support of AGSEM when it comes to improving the local conditions for TAs in your department. Get supplies and money for food and drinks for your departmental event!

Become a delegate: Small departments may elect one delegate. Large departments of over 30 TAs per semester may elect two delegates. Departments with 100 or more members may elect three delegates. Delegates are typically elected by your Graduate Student Association, although if your department does not have a delegate, you may be appointed by AGSEM. Departmental delegates receive an honorarium per task completed and are responsible for:

- Attending training and monthly Delegates' Council meetings.
- Informing members in your department of the latest updates, events, and issues going on with the union and being the first point of contact if members have questions, concerns, or potential grievances.
- Holding one event per semester in your department to mobilize members of the union.
- Reviewing tentative TA appointments each term. Delegates will receive TA appointments from their department before they are announced and must review them for any potential violations of the collective agreement.
- Learn more here: www.agsem.ca/delegate-resources

Join a committee or working group: Any member may join a committee that speaks to their skills and interests. They can also propose a new committee. Committees work to improve the union and are a crucial part of union democracy. Current committees and working groups include: Mobilization, Equity, Audit, Funding, Climate Crisis, Queer, Constitution, External Affairs, Mutual Aid, Bargaining and Bargaining Support. All working group members are paid. Learn more here: www.agsem.ca/committees

Run for an executive position: Current executive positions include: President (must be bilingual), TA Grievance Officer, Invigilator Grievance Officer, two Mobilization Officers, External Communications Officer, Secretary-Treasurer, and, during bargaining years, Chair of the Bargaining Committee. All positions are elected each year and execs are paid a stipend equivalent to a 150-hour TA position each term. Executives contribute a lot of labour to implementing the goals of the union, but they are not the highest authority in AGSEM. That's you, the member.

What is an Assembly?

Members vote and raise motions at Assemblies. Typically, Assemblies are held twice a year, but during bargaining years, Special Assemblies may be called when there are new developments in negotiation.

General Assembly: This is where TAs and Invigilators come together to vote on executive and committee offices, union budgets, political messaging, and any constitution changes.

Unit 1 Assembly: This is where TAs vote on their own Bargaining Committee and give that committee mandates that are specific to TA working conditions.

What is collective bargaining?

When you become a TA, you also become a member of your union, AGSEM (Association of Graduate Students Employed at McGill). You become part of Unit 1, the bargaining unit for TAs (Unit 2 is for Invigilators and has a separate collective agreement). As soon as you become a TA, you take on the rights and responsibilities of a union member, including:

- the right to representation and the resources of the union in order to protect your labor rights;
- the right to vote on all matters related to the union's collective bargaining, constitution, executive officers, political action, and initiatives;
- the right to hold office, become a delegate, and propose mandates to the union;
- the automatic deduction of 2.5% union dues from your paycheque.

What is the collective agreement (CA) and how does it affect me?

The CA is the contract negotiated between AGSEM and McGill to define your labour rights (other than those rights contained in provincial and federal law). It applies to *all* TAs. This entails that every department must offer TA positions that conform to the rules of the CA. Every TA, regardless of their preferences or those of the instructors, must be given the same wage, priority rights, and other benefits. You can access the CA in French or English on the union's website: www.agsem.ca/collective-agreements. Since the CA is a dense, multilingual, legal document, the union also provides a practical and accessible summary on its website. The CA normally lasts for four years. After it expires, AGSEM negotiates a new CA. The current CA for Teaching Assistants was signed in April 2024 (retroactive to Fall 2023) and expires July 31, 2027.

Who is in charge at AGSEM?

You are! Being an active member is the most important form of involvement with the union. Inform your delegates of issues in your department, attend events and ask questions, select your delegates in your department, make sure that your union is involved when you resolve problems in your department, and attend General and Unit Assemblies.

At an assembly you can:

- Ask questions of your representatives.
- Join committees or run for office.
- Vote on proposals from union officers or other members. Propose a motion. If you have your own idea or your own concern, bring it to the members. A majority vote in favor of your motion means that you have given the union officers a mandate.

How does TA bargaining work?

The Bargaining Committee (BC) only exists when AGSEM approaches the expiration of our Collective Agreement. Just as the BC represents all members at the table, Human Resources represents the “other side”, which is the Board of Governors at McGill. The BC regularly provides updates to members at Delegates’ Council (DC) meetings and Assemblies and will call a Special Assembly if there is a development. This could mean that bargaining has reached an impasse and members must vote on whether to amend our mandates or pursue other strategies, or that bargaining has reached a tentative agreement between the BC and HR, which can only be made official by a vote from members.

At the April 2023 Unit Assembly, members elected the BC and voted on our mandate for bargaining. The BC bargained for a new CA from Fall 2023 to Spring 2024. A new BC will be elected and begin bargaining in 2027. **But our collective efforts to improve our working conditions are never on pause.** There’s lots to do between rounds of bargaining!

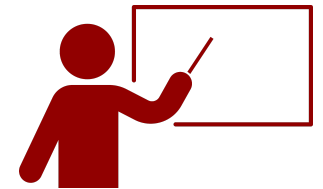
What changed in our new Collective Agreement??

- **Workload:** TAs have told the union repeatedly that they frequently work more hours than they are allocated, which amounts to working for free. To address cuts to TA hours, we are running a No More Free Hours campaign, actively tracking cuts to TA hours. At negotiations, we fought for the establishment of a new Working Group with the University to pursue our long term goal of indexation of TA hours to student enrolment. If you notice hours being cut in your department, email hours.committee1@agsem-aeedem.ca.
- **Priority:** Many members have issues with the Priority Pool, especially when it comes to their ability to work in courses that suit their qualifications as well as the ways that it limits employment for Master’s students and advanced PhD students. In our new CA, fifth-year PhDs will remain in the priority pool.
- **Higher Wages:** Members recognized that while McGill shares a tier with schools like University of Toronto and top universities in North America, our graduate students lag behind these schools in wages and funding. After a historic strike, we won a 6.5%-3%-3%-3% raise in our new collective agreement.
- **Training:** Members very frequently report a lack of meaningful training and guidance from their course instructors, departments, and the university. Instructors often leave TAs to “figure it out,” and graduate programs rarely offer pedagogical training, even when many fields are geared toward higher education. Both TAs and their students deserve better quality training for TAs. AGSEM is working with Teaching and Learning Services to design new trainings which build all of the required skills and ensure everyone knows their rights.
- **Healthcare:** We need work benefits like healthcare. In our last negotiations, members demanded a trans healthcare fund specifically to offset the high cost of gender-affirming healthcare in Quebec, but we could not win it. The fight is far from over—as long as healthcare remains a priority of TAs, we will continue fighting for it.

- **Protections against sexual violence and discrimination under Article 6:** As graduate students, AGSEM members are subject to the same risk of harassment, discrimination, and sexual violence as other McGill students. TAs also serve as intermediaries between professors and students and may serve as bystanders or witnesses to sexual violence. Our protections against sexual violence and discrimination closely mirror McGill’s university-wide policy. However, AGSEM is actively pressuring the university to include deadnaming and misgendering in its official harassment policy. At negotiations, McGill agreed to consider the inclusion of these in their 2024/2025 reviews of their policies. If TAs experience deadnaming or misgendering, we encourage them to email trans.rights@agsem-aeedem.ca.

How do I become a great TA?

Train! Visit the Teaching and Learning Services (TLS) website to sign up for TA training, offered at the beginning of the Fall and Winter terms. Once you receive your first TA offer, you will be paid for up to 3 hours of the first training at the TA rate. You must register ahead of time to attend this training. TLS will provide several modules of general training targeting broad disciplines. Workshops like “How to be a TA” give helpful tips and materials for specific TA tasks. TLS also offers unpaid workshops throughout the year for teaching staff and graduate students, focusing on developing pedagogy.



Train some more! For course-specific training, turn to your course instructor. They are required to provide you with necessary training for their course and you must be compensated. Don’t hesitate to ask for training, guidelines, or feedback on grading, leading discussions, or pedagogy! Put it on the Workload Form! This training can be ongoing.

Some examples include:

- Marking assignments together, or marking the same paper to make sure your evaluations are in sync.
- Asking your instructor to attend one of your labs or conference sections to give feedback.
- Formulating discussion questions or problem sets with your instructor before you lead a section.
- Delivering your own lecture on a topic relevant to your expertise.
- Asking the course instructor to explain how the syllabus was written and give your own feedback on the course structure.

Pay attention to feedback! At the end of the term, you will have the opportunity to receive feedback from both your instructor and your students.

- If you request an evaluation, or if your instructor prefers, they may provide a standard evaluation and discuss their responses with you after the course is finished. If you are interested in an evaluation, let your instructor know. Your department administrator should be able to provide them with the necessary material. Keep in mind that any formal evaluation will go in your employee file.
- Students in the course will have the opportunity to provide feedback on your TA performance during their course evaluations. All student evaluations are anonymous and are only available to you after grades have been submitted.
- If you feel that a student or instructor evaluation is prejudicial or unfair, you may request that it be removed from your employee file or add mitigating material to your file.

Am I a teacher? Do I have to manage a classroom?

As a TA, you play an important role in delivering the curriculum that McGill teaching staff create. Your students will look to you as an expert. This is why training is so important and why you should feel empowered to ask your course instructor for any training or guidance that you need. TAs may take on certain roles as teachers when they run conferences, labs, or tutorials. At the same time, TAs are not instructors with the authority to change the content of the course. Make sure that any initiative you take regarding lesson plans, grading, and deadlines has been approved by the instructor.

How do I create a learning environment that is safe, supportive, and equitable for me and for my students?

Be understanding. As a graduate student, you know what it is like to face mounting pressure and juggle deadlines. Let students know at the beginning of the term that they can discuss any difficulties that they have with you. You should always make the instructor's policies clear, however. In most cases, TAs do not have the authority to grant extensions, excuse absences, or change the requirements of an assignment without instructor approval.

Help students navigate their resources. The Student Accessibility and Achievement office (SAA), the Office for Sexual Violence Response, Support, and Education (OSVRSE), and the Sexual Assault Center of the McGill Students Society (SACOMSS) are a few of the resources that students in distress may access. Importantly, course supervisors are now required to inform TAs about the accommodation needs of students' associated with SAA under article 11.05 of our new CA.

Be trustworthy and discreet. Encourage students to seek out resources offered by professional and trustworthy services, but a student may disclose a health or psychological concern to you. Always maintain this information in confidence and confer with the student before you pass along any information to the instructor.

Your grading gameplan:

When you get the assignments:

Count them.
Double-check the names.

Find out if any additional assignments will arrive from deferred exams, conflict exams, extensions, or SAA.

At McGill students have the right to submit work in French or in English, so check the language of the assignments. Can you grade all of them?
Get a deadline for meeting with the instructor to return graded assignments.
Agree on a reasonable deadline.

When you start grading:

Grade a handful with the instructor to make sure you are on the same page.

Educate yourself. SACOMSS and Branches (McGill's Community Outreach Program at Enrolment Services) offer training and resources to help you recognize the needs of marginalized students. Common practices that TAs employ to make a more equitable classroom include: running small-group discussions to give students a more comfortable space; using a "progressive stack" method when calling on students, which might mean giving some priority to women or people of colour; respecting pronouns and preferred names; providing content warnings.

Be appropriate and professional. Your students are not your peers. Never meet with students off-campus or at a bar. Keep office doors open. Do not make comments about a student's appearance. TAs must follow the same guidelines as professors when it comes to relationships with students. Intimate relationships with students compromise your responsibility to teach. According to McGill's Policy on Harassment, Sexual Harassment, and Discrimination, this means that any advances or relationships between TAs and students, as well as those between students and faculty, "ought to be known" as unwelcome conduct and is therefore sexual harassment.

How do I grade assignments?

When you fill out your Workload Form, your instructor will tell you about your grading duties. This should be a specific number of assignments or a specific portion of assignments. You might also grade only a portion of each assignment, e.g. a short answer on each exam (this is often a part of "crowd-marking"). You will also determine the amount of time that you should spend grading each assignment in order to determine the overall amount of time that should be dedicated to grading. At this point, it is important to let the instructor know how much time you think is reasonable to spend grading each assignment. Don't feel pressured to accept an arrangement that you don't think is fair. Keep in mind that grading requires reading, re-reading, calculation, developing a rubric or solving a problem set, and writing feedback. You may always look at the past Workload Forms for the course.

Stay organized. Make sure you do not lose assignments and that you double-check if any are missing right away, before you start grading.

Give feedback. Depending on the type of assignment, you will probably need to provide some feedback. Be legible and constructive. Don't write too much, which may confuse students. It is part of quality teaching to explain your grade. This will save time for you and the instructor if a student wants their grade revised or explained.

Be professional. Don't write harsh or sarcastic comments. Don't joke about your students with other TAs. Definitely do not post about student work on social media. This hinders a supportive learning environment, and it is harassment. Make sure that each student's grade is confidential.

Track your progress. You don't have to do all the grading! You only need to do the amount



Try grading without looking at the student's name to ensure fairness.

Keep a grading spreadsheet and enter tentative grades as you go to see how your average shifts. Many instructors will want you to stick to an average letter grade.



that you can reasonably complete in the time you were allotted. Time yourself for each assignment, and make note of whether you go over your time. It is important to understand and explain why this initial breakdown of hours is often insufficient:

- Enrolment shifts throughout the term
- Some assignments take more time than others. A weak assignment requires more feedback, more calculation, and more discussion.
- Grading in a non-native language takes longer for most TAs.
- Developing a standard method of evaluation, refining your calculation, and recording grades are not automatic.
- Being a first-time TA means it may take you longer to work out your grading method at first. This is part of on-the-job learning.
- Your instructor should know if the time they estimated for grading is insufficient, this will help them assign tasks effectively next time. **Teaching is collaborative and everyone needs feedback!**



What sort of leave may I take?

Medical leave for yourself: 3 weeks

Medical leave for your partner, or your child: 10 days

Maternity: 20 weeks, no earlier than 16 weeks before delivery.

Paternity: 5 weeks, ending no later than 78 weeks after the birth.

Parental: 65 weeks, ending no later than 78 weeks after birth or adoption

Birth of a child, adoption: 5 days, first 2 paid.

Termination of a pregnancy: before the 20th week: 3 weeks; after the 20th week: 18 weeks.

Death of a family member: 1-3 days.

Academic Conference: determine length with course supervisor

Prep for a comp exam or thesis defense: 7 days

Field work, including any training or research abroad: up to 1 year

How do I balance my work, research, and life?

Teaching Assistants perform a vital role in McGill's curriculum, but teaching is one more task on the already overlaid plate of a graduate student. Being a TA should complement your graduate studies, not supplant it. As a worker, you have the right to put your research or your personal life first when it matters. This includes the right to unpaid leave throughout the semester, the right to amend your Workload Form if tasks are taking longer than estimated, the right to time off to attend an academic conference, prepare for your comprehensive examinations, or defend your thesis, and the right to set your own work schedule if you are taking classes and have your own assignments to complete.

For short-term unpaid leave: for short-term illness, the birth or adoption of a child, termination of a pregnancy, bereavement, research travel, an academic conference, or preparation for a comps exam or defense, you are entitled to unpaid leave. Your duties will be adjusted so you don't lose pay, but you won't be paid additionally for your time off (e.g., taking a few weeks off from conferences in exchange for grading more papers later in the term). Let the instructor know as far in advance as possible. The instructor is responsible for the course and must find the means to cover your work.

For long-term, unpaid leave: for prolonged medical, maternal, paternal, parental, or research leave, you will be excused from your TA position for the remainder of the term and your pay will be adjusted based on the hours you have already worked, or if you have not applied for a TA position because of your upcoming leave, you can get an extension of your Priority Pool status (see below). You may exercise this leave from your job as a TA without taking a leave from your academic program. This means that you do not need to forgo employment just because you won't be able to work for the entire semester. You may require a doctor's or midwife's note to take this leave and you should present this information at least thirty days before you intend to take leave.

Extensions of your Priority Pool status: When you take leave before a semester begins or during the course of a semester, you will not be paid, but you may request an extension of your Priority Pool status for the length of time that you will be away. This means you can take leave for a semester or two, during which you do not apply for a TA position.

- You may request an extension of Priority Pool status when you are already in a department's Priority Pool. Thus, you may request extensions in all multiple departments you have worked in before.
- Extension will apply following when you would have left the Priority Pool. If you are a PhD4 and take a year of leave, you will have priority for PhD6.

Always copy your AGSEM delegate (or TA Grievance Officer if you do not have a delegate for your department) when requesting extensions.

Priority Pool Pop Quiz

I am a PhD4 in Econ, I have only ever been a TA in Poli Sci. Do I have priority for a TA position in Econ?

No. You can still be hired in Econ, but only after the PP applicants have been hired.

I started a PhD program in Computer Science but then transferred to Computer Engineering. For how long do I have priority?

If you started a new program, your priority should follow your current degree program.

I am a PhD3 in Music Research, and I just received my first TA position this year. Does this mean I have four years left? No, you have three years left if you started in PhD2, since the clock starts ticking when you enter your program.

I am a PhD5 in Physiology. I applied for one course, but I got another that I don't prefer. I thought I had priority?

You do! You applied for a TA position, not for a specific course, There is currently no right of priority for your preferred course.

Do I have any job security as a TA?

Yes! TAs are entitled to preferential hiring based on seniority. This is called the Priority Pool (PP). Each department or Hiring Unit has its own PP. You enter the PP by accepting a job in a department and the length of time you have in the Pool is determined by the date of your initial enrolment. Master's students have two years of priority from the date of their initial enrolment. Doctoral students have four years of priority from the date of their initial enrolment in their academic program (even if they were previously Master's students at McGill).

How does the Priority Pool work?

Each semester, a department must assign any available TA positions to applicants with priority, starting with the highest level of priority. Priority declines as following:

- Doctoral students in their first year (e.g. PhD1, but also PhD2 if they started their program at PhD2)
- Doctoral students in their second year
- Doctoral students in their third year
- Doctoral students in their fourth year
- Master's students in year 1
- Master's students in year 2 (meaning MA2, MSc2, etc.)
- Doctoral students in their fifth year (e.g. PhD6 if they started their program at PhD2, or PhD5 if they started their program at PhD1)

Important things to keep in mind about the Priority Pool:

- This only applies to applicants who have already TA'd. A PhD4 applicant who has never been a TA in that department before does not have priority. You are not in the pool automatically because you are enrolled in a department.
- Applicants who are more advanced in their programs may still have priority if they receive extensions of their PP entitlement for things like field work or maternity leave. This applies to the term(s) immediately following when they would have left the PP. So a PhD6 who has taken one year of parental leave will still have priority.
- Applicants with PP status are given priority for a TA position, but not for the specific TA position that they want.
- You may have PP status in multiple departments if you have worked in multiple departments. This can be great if you want to have a lot of options available to you, but you can only work in one TA position on the basis of priority each term.
- Departments may reserve a certain number of positions for applicants who are not in the PP, based on the number of TAs who have left the pool in the last year. This is how many departments assign TA positions to incoming grad students.

Who are my AGSEM execs?

President: Magnus L'Argent, MSc, Physics
president@agsem-aeedem.ca

Secretary-Treasurer: Loïc Nassif, PhD, School of Computer Science
sec-treasurer@agsem-aeedem.ca

Mobilization Officer 1: emma mckay, PhD, Department of Integrated Studies in Education
mobilization@agsem-aeedem.ca

Mobilization Officer 2: Irene Pender, MSc, Human Genetics
mobilization.2@agsem-aeedem.ca

TA Grievance Officer: Kiersten van Vliet, PhD, Music Research
grievance.1@agsem-aeedem.ca

Invigilator Grievance Officer: Teresa Joseph, PhD, Neuroscience
grievance.2@agsem-aeedem.ca

External Communications Officer: Aiden Mehak, PhD, Clinical Psychology
communications.officer@agsem-aeedem.ca

Where can I turn for support as a TA and a graduate student?

AGSEM/AÉÉDEM www.agsem.ca

- General inquiries: mail@agsem-aeedem.ca

Teaching and Learning Services McGill www.mcgill.ca/tls

- Lots of resources, links, and events on developing pedagogy
- Specific trainings we recommend (titles may change but this is the content that will be covered): How to be a TA, How to grade, Accessibility, Lesson planning.

SKILLSETS McGill www.mcgill.ca/skillsets/offerings/ta-trainings

- Semi-annual TA trainings! Offerings include equity and accessibility in the classroom, facilitating discussions, and more!
- Learn to Teach Day

Branches - McGill's Community Outreach Program at Enrolment Services www.mcgill.ca/branches

- Resources on issues related to diversity

Sexual Assault Center of the McGill Students Society (SACOMSS) www.sacomss.org

- Confidential support and resources for community members experiencing or witnessing sexual violence

Office for Sexual Violence Response, Support, and Education (OSVRSE) www.mcgill.ca/osvrse

Post Graduate Students' Society (PGSS) www.pgss.mcgill.ca

Association of McGill University Research Assistants (AMURE) www.aerum-amure.ca

- Labour union of Research Assistants and Postdocs

Association of McGill University Support Employees (AMUSE) www.amusemcgill.ca

- Labour union of Non-Academic Casual Workers

McGill Course Lecturers and Instructors Union (MCLIU) www.mcliu.ca

- Labour union of sessional instructors and course lecturers

