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LFS TA Application

Ideas for recruiting TA applicants

by Virginia Frankian, Academic Coordinator

Ideas for Instructors recruiting TAs:

- By word of mouth
- Use Summary of Applicants list in TA App
- Post announcements by various means
- What happens next

Ideas to recruit TA applicants:

Two ways to recruit are by word of mouth and/or by sending out or posting an announcement.

You can check with your colleagues by word of mouth, or look at the **Summary of Applicants** link in the LFS TA Application. The **Summary** shows a list of applicants, and their application status. From that area, you can send a brief, pre-written email that will tell them you would like discuss the possibility of a TAship. It gives them the course information, your name and contact email address.

You can view this link by going to your Jobs page and clicking the icon in the Applicants column. You will see the Summary link near the top of the page.

For announcements, include the course information and term, a job description and your contact information.

- You can ask Lia Dragan in the LFS Grad Studies Office to send it to grad students.
- I can also post the same details on the LFS TA Info Portal.
- Check with the LFS Undergrad Student Services office to distribute it to Undergrads - I believe they have a newsletter called Newslettuce. Check with students@landfood.ubc.ca.
- You can also post it to LFS Today (<https://my.landfood.ubc.ca/communications/lfs-today/>).

The LFS website Intranet section has information on using some of these options.

The LFS TA Application for Winter terms is open for students to apply from March 31st – April 30th every year, as mandated by the CUPE 2278-UBC collective agreement.

After April 30th, the LFS TA App is closed to applications. However, in some circumstances, students requested by an instructor can apply.

IF the TA App is open, your candidates can apply at any time until it closes. They will need a CWL to log in, and must use the UBC VPN if they are off-campus. UBC IT can help them set it up, if needed.

After the TA App has closed, let me know if you have new candidates who need to apply. Please send their names. Include a brief description of why they need to apply late. I will need to arrange a time to open the LFS TA Application again, if necessary.

They can also contact me directly, at lfs.ta@ubc.ca if they have any questions about how to use the LFS TA Application.

(If I am away, your students don't have to wait to for me to return before they apply. I will leave the LFS TA Application open for students who have been invited by an instructor to apply. If you'll tell me who they are, I can check if they need help when I return.)

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Once they have applied, you can Select and assign them TA hours.
I check my Selected list on a regular basis during TA hiring seasons.
However, if timing is urgent, let me know when you have Selected them.
I can send their Offer email to move the process forward.

When they accept, their application will go forward for their appointment to be set up.

Your new recruit can be added to Canvas after their appointment is approved and their name appears in the system as a hired TA.

This is not immediate – there are steps that must take place first.

They can find the link to the **LFS TA Application** in the LFS website (see the LFS Home page, Current Students, Graduate menu, LFS TA Application). Or you can send them the link yourself.

I hope this will help to get you started.

Thank you!
Best regards,
Virginia

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For all TA-related correspondence, please use lfs.ta@ubc.ca.

Link: [LFS TA Application](#)