PROcedures for Awarding Departmentally Funded Graduate Research Assistantships

1. Department Chair will determine the number of funded GRAs for the upcoming Fall/Winter terms.

2. Faculty members will be invited to submit GRA job advertisements to the Chair by February 28th.

3. Students will be notified of the GRA opportunities through the Departmental Student Listserv and through the documentation provided as part of the admission process.

4. Advertisements will be posted on the “Employment Opportunities” webpage by March 1st.

5. Deadline for student GRA job applications to the Department will be March 15th.

6. Department will forward copies of the applications to the appropriate GRA supervisors.

7. GRA supervisors will select candidates for interview on the basis of merit and in accordance with Human Resources principles at the University of Alberta.

8. GRA supervisors will conduct fair and transparent interviews (interviews need not be face-to-face).

9. GRA supervisors are encouraged to ask applicants for references from former supervisors.

10. GRA supervisors will notify the Chair of the Department of their choice by April 15th.

11. The Chair of the Department will make the formal offers of employment to the successful students in the order in which GRA supervisor decisions are received (note: the number of Departmentally funded GRAs is dependent on availability of department resources and, therefore, not all GRA positions will be funded). Priority will be given to matching fund arrangements.

12. If the maximum number of Departmentally funded GRAs is not reached by April 15th, faculty members will be invited to submit GRA job advertisements to the Chair; while the process will follow steps 2 to 11 of these procedures, deadlines for student applications and interviews will be determined on an ad hoc basis.

13. Two weeks prior to the end of each term, the GRA supervisor will provide an assessment of the GRA’s performance (focus on the duties associated with the GRA as advertised) and outline the learning opportunities provided to the GRA; the GRA will provide a summary of the work completed and outline the learning benefits from the opportunities provided.

14. All processes must comply with the Collective Bargaining Agreement, FOIPP, Human Rights Legislation, and other provincial and federal legislation.