



**University  
of Victoria**

Art History and  
Visual Studies

**DEPARTMENT OF ART HISTORY & VISUAL STUDIES  
APPOINTMENT PRIORITY POLICY**

*IN ACCORDANCE WITH ARTICLE 13.02 OF THE CUPE 4163 AGREEMENT*

Upon receipt of completed application forms, Teaching Assistantships (TA) are assigned at the discretion of the Chair, in consultation with the Graduate Adviser and other faculty members.

1) Normally, first priority for the **AHVS 120 & 121** positions will be given to first-year graduate students that did not receive a fellowship. Should the number of such applicants exceed the number of positions available, they will be assigned at the discretion of the Chair, with consideration being given to GPA, to relevant experience, and to other indications of potential teaching ability suggested in their graduate application file.

2) Normally, first priority for positions with 200 and 300-level courses will be given to second-year M.A. students and third-year Ph.D. students with teaching experience in the department who ALSO fulfill the following requirements:

- > most importantly, they have appropriate background in the subject of the course
- > they have made satisfactory progress in the program
- > they previously carried out satisfactorily their responsibilities as a TA, if they had such a position

3) Should available positions not be filled as indicated above, they will be assigned at the discretion of the Chair; this could include assignment of teaching assistantships to fellowship holders, to students in years other than those indicated above, etc. Consideration will be given to the other factors mentioned above.

4) In emergency situations (e.g. if a TA unexpectedly gives up their position), replacement appointments will be made at the discretion of the Chair, with consideration being given to special circumstances that may pertain, in addition to those factors enumerated.

*Updated May 2017*