

## SUMMER SEMESTER TIMELINE: 2019

### HOW TO GET A JOB FOR FALL 2019

Centralized Job Posting site: [www.sfu.ca/dean-gradstudies/job-postings.html](http://www.sfu.ca/dean-gradstudies/job-postings.html)

- TAs and TMs: [www.tssu.ca/be-a-ta/](http://www.tssu.ca/be-a-ta/)
- All TA/TM postings should be up for 2 weeks
- Sessional Instructors: [www.tssu.ca/getting-sessional-work/](http://www.tssu.ca/getting-sessional-work/)
- Sessional instructor postings vary by department – check their website

### EVENTS & SOCIALS

**Fri 10 May:** BBQ & SFU Labour Walking Tour, Bio/Chem Court Yard, 12:30pm

**Thu 13 Jun:** TSSU Power Building School, HC 1315, 10am to 4pm

\*More events to come! Please check [tssu.ca/calendar](http://tssu.ca/calendar)

### GENERAL MEMBERSHIP MEETINGS (DINNER PROVIDED)

**Thu 16 May** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Burnaby BLU 10011

**Wed 12 Jun** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Vancouver HC 7000

**Tue 9 Jul** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Surrey SUR 5240

### STEWARDS MEETINGS (DINNER PROVIDED)

**Wed 29 May** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Vancouver HC 7000

**Thu 27 Jun** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Surrey SUR 5140

**Tue 23 Jul** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Burnaby BLU 10011

### SFU SUMMER 2018 SEMESTER

**Fri 3 May** Welcome Day  
**Mon 6 May** Classes start for intersession & summer term  
**Mon 20 May** Victoria Day Classes cancelled. Offices closed.  
**Tue 11 – Fri 14 Jun** Convocation  
**Mon 17 Jun** Intercession classes end  
**Mon 24 Jun** Intercession last day of exams  
**Tues 25 Jun** Summer session starts  
**Mon 1 Jul** Canada Day Classes cancelled. Offices closed.  
**Fri 2 Aug** Last day classes for summer session & summer term  
**Mon 5 Aug** BC Day Classes cancelled. Offices closed.  
**Tue 6 – Sat 17 Aug** Exam period for summer session & summer term  
**Wed 28 – Thu 29 Aug** Welcome Day

### YOUR CURRENT SUMMER JOB: BENEFITS

**Mon May 6 – Sun May 26:** TSSU Member Childcare Fund application

- Information: [www.tssu.ca/childcare/](http://www.tssu.ca/childcare/)
- To apply: [esas.its.sfu.ca/faa/childcare](http://esas.its.sfu.ca/faa/childcare)
- Summer 2019 & Late Spring 2019 application deadline: May 26

**May – Aug:** Sign up for MSP & TSSU Extended Health and Dental

- Forms: [www.tssu.ca/forms/](http://www.tssu.ca/forms/)
- Scan and submit forms to [benefits@sfu.ca](mailto:benefits@sfu.ca) to be covered for that month
- Coverage starts in the month in which you apply, so don't delay!

**Aug:** Get your Guard.me refund

- If you're in Guard.me, get some money back: [www.tssu.ca/guard-me](http://www.tssu.ca/guard-me)

**Aug:** Continuing benefits

- Members without appointments in Fall can stay on Extended Health/MSP
- You must complete the application forms before the end of Summer semester!
- You will have to provide payment when you submit your form

### YOUR CURRENT SUMMER JOB: DEADLINES

**Apr – May:** Stewards distribute Logbooks to members in departments

- Departments distribute (purple) Collective Agreements (CA) to all members
- Collective Agreements are provided by HR

**Fri 10 May:** Complete Time Use Guidelines (TUGs) [CA Appendix C]

- Completed by course supervisor, in consultation with TA/TM, end of Week #1
- In most cases: 42 hours in prep line, and don't forget to add stat pay!

**Fri 10 May:** Evaluation Criteria [CA Article XVII & Appendix E]

- All TAs/TMs get evaluated at least once a semester
- Supervisors must state evaluation criteria by end of Week #1

**Fri 10 May:** Sign up for Tuition Deferment by (no financial penalty)

- Detailed directions: [www.tssu.ca/tuition-deferment/](http://www.tssu.ca/tuition-deferment/)
- NOTE: If you are not on payroll yet, you cannot sign up for tuition deferment!

**Mon 10 Jun (approx.):** Automatic/Mandatory Workload Reviews [CA Appendix C]

- Should be initiated after Week #5 when the course is significantly progressed
- The department advises supervisors by Week #5 about the review

**Mon 23 Sep:** Childcare Fund Late Summer 2019 application deadline

Beginning of Summer semester: turn in Logbook Lotto to AQ 5129 or [coordinator@tssu.ca](mailto:coordinator@tssu.ca)

Every month: Stipend Request Forms

- Submit TSSU committee stipend request forms to the TSSU offices
- Forms page: [www.tssu.ca/forms](http://www.tssu.ca/forms)

# TEACHING SUPPORT STAFF UNION (TSSU)

AQ5129 • [tssu.ca](http://tssu.ca)



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