

## SUMMER SEMESTER TIMELINE: 2017

### HOW TO GET A JOB FOR FALL 2017

May – Aug: Centralized Job Posting site for Summer 2017:

- <http://www.tssu.ca/be-a-ta/> (and a TM)
- <http://www.tssu.ca/getting-sessional-work/>
- All postings should be up for 2 weeks
- Current TA/TM posting dates available here: <http://www.tssu.ca/be-a-ta/>
- Sessional instructor postings vary by department - check their website
- Set up a page alert to track them: <http://tssu.ca/how-to-set-up-a-google-alert/>

**Tue 8 Aug: You must receive Fall 2017 TA/TM job offers by this day**

### EVENTS & SOCIALS

**Fri 9 Jun: Surrey Social**, Central City Brewpub Surrey, 6pm – 10pm

### GENERAL MEMBERSHIP MEETINGS

**Mon 29 May** **NEW DATE!** 11<sup>30</sup>am – 1<sup>30</sup>pm, Burnaby MBC 2290-4 (Free lunch!)  
**Thu 22 Jun** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Harbour Centre HC 7000 (Free dinner!)  
**Tue 1 Aug** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Surrey Central SUR 5080 (Free dinner!)

### STEWARD MEETINGS

**Thu 11 May** 11<sup>30</sup>am – 1pm, Burnaby MBC 2290-4 (Free lunch!)  
**Fri 9 Jun (+ Social!)** 4<sup>30</sup>pm – 5<sup>30</sup>pm, Surrey Central SUR 5100 (Free dinner!)  
**Tue 18 Jul** 4<sup>30</sup>pm – 6pm, Harbour Centre HC 2200 (Free dinner!)

### SFU SUMMER SEMESTER

**Thu 4 – Fri 5 May** Orientation  
**Mon 8 May** First day of classes  
**Mon 22 May** Victoria Day Classes cancelled. Offices closed.  
**Tue 6 – Fri 9 Jun** Convocation  
**Mon 19 Jun** Last day of intersession classes  
**Mon 26 Jun** Last day of intersession exams  
**Tue 27 Jun** Summer session starts  
**Mon 3 Jul** Canada Day Classes cancelled. Offices closed.  
**Fri 4 Aug** Last day of classes for summer session  
**Mon 7 Aug** BC Day Classes cancelled. Offices closed.  
**Tue 8 – Thu 17 Aug** Exam period for summer session and summer term  
**Wed 30 – Thu 31 Aug** Orientation

### YOUR CURRENT SUMMER JOB: BENEFITS

**TSSU Member Childcare Fund application**

- Information: <http://www.tssu.ca/childcare/>
- To apply: <https://esas.its.sfu.ca/faa/childcare>

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

- 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: <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 12 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 12 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

**Mon 19 May: Sign up for Tuition Deferment by (no financial penalty)**

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

**Wed 7 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

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

**Every month: Stipend Request Forms**

- Submit committee stipend request forms to the TSSU offices
- Forms page: <http://www.tssu.ca/forms>

# TEACHING SUPPORT STAFF UNION (TSSU)

AQ5129 • [tssu.ca](http://tssu.ca)



[tssu@tssu.ca](mailto:tssu@tssu.ca)



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OFFICE:  
(778) 782 4735

MEMBER REP:  
(778) 782 4695

