2024–2025 Fall/Winter Work Study Research Assistant (WSRA) Program (Competitive Stream): Faculty Application and Program Details

Overview	The purpose of the Work Study Research Assistant (WSRA) program is to provide part-time employment opportunities to full-time, domestic undergraduate students (who have proven financial need) in academically relevant Toronto Metropolitan University (TMU) SRC initiatives. The program aims to enhance and support the SRC activities of faculty members and the university. Each RA position is 100% funded by this program. This program requires Career Boost approval but is separate from Career Boost programming. Contact careerboost@torontomu.ca to learn more about its offerings.
Application process	Visit the WSRA Application portal to log in and complete and submit your job posting form by 11:59 p.m. EDT on Tuesday, July 2, 2024. Late or incomplete applications will not be accepted. Each faculty member may submit only one application. Please see the evaluation criteria and examples of eligible/ineligible projects on pages 2 and 3 below.
Delisting process	Delist your WSRA job posting by completing the F/W WSRA Delist and Hire Request Form (see pages 4 and 5 below for detailed instructions).
Employment period	Fall 2024: September 9, 2024 – December 13, 2024 Winter 2025: January 6, 2025 – April 4, 2025 Please note that the start date cannot be set before the student's Career Boost approval date.
Hours and weeks	Maximum 27 weeks (Fall: 14 weeks, Winter: 13 weeks) Up to 98 hours per term and no more than 15 hours per week. Unused hours from the Fall cannot be carried over to the Winter term. Overtime is not permitted. Any hours worked outside these periods/limits will be charged back 100% to the supervisor's cost centre.
Hourly wage	Up to $21.11/hour (+ 4% vacation + 8.75% benefits).

Student eligibility	• Eligible: Full-time, domestic, TMU undergraduate students who have obtained Career Boost approval from Student Financial Assistance (SFA). • Ineligible: International students, graduate students and Faculty of Law students are not eligible to be hired under this program. • Students must apply for Fall/Winter Career Boost approval through TMU's Student Financial Assistance website between Thursday, August 22, 2024 and Friday, January 24, 2025. • Students may refer to the Student Financial Assistance website for full details and email jobs@torontomu.ca with any questions. Please note that the Office of the Vice-President, Research and Innovation (OVPRI) is not involved in the approval process. • Students can only hold ONE WSRA or Career Boost position per term.
Job code	WSFWRA (to be used on eAppoint system)
Key links	• Submit WSRA Posting • WSRA Job Board • Apply for Career Boost Approval • Supervisor Declaration Form (PDF) • 2024/2025 F/W WSRA Delist and Hiring Form • 2024 Pay Schedule and Deadlines
Jump to page for details	• Instructions + Next Steps • Significant Dates • Frequently Asked Questions • Key Contacts

Review Procedures and Evaluation Criteria

Review Procedures

- Each Faculty is allocated a number of WSRA positions to be awarded to applicants within their faculty.
- Applications are adjudicated at the faculty level.
- Each Faculty Review Committee will evaluate and determine which proposals are to be awarded funding. Please note that the OVPRI is not involved in the adjudication process.

Evaluation Criteria

The primary criterion to be used by Faculty Review Committees is the value of the proposed research-related work experience to the student.

Assessment will be made based on three sections of the Job Proposal Application Form:

1. Project Description
2. WSRA Position Duties and Responsibilities
3. WSRA Research Experience and Opportunities

Faculty Review Committees will evaluate each proposal based on the following criteria:

A. The quality of the research experience being offered to the WSRA, such as, but not limited to:

- Specific research skills to be developed/enhanced.
- Opportunity to develop an increased understanding of depth and breadth of the academic field.
- Direct supervision and mentorship by the faculty supervisor and interaction with research team members.

B. Examples of enhanced academic and career opportunities available to the student, such as, but not limited to:

- Conference attendance, participation in research seminars and contribution to publications.
- Liaison with industry and community agencies.
- Potential for developing post-graduation employment contacts.
- Preparation for graduate school programs.

Eligible Projects

- Nationally funded SRC projects (e.g., SSHRC, NSERC, CIHR, Canada Council for the Arts).
- Provincially funded SRC projects.
- Foundation-funded SRC projects (e.g., Hospital for Sick Children Foundation, Movember).
- TMU SRC-funded projects.
- Unfunded SRC projects.
- Assistance with publications, exhibitions, etc., is fundable as long as the assistance is primarily research-oriented, not organizational/administrative.

Ineligible Projects

- SRC projects that do not enhance students' career and academic potential.
- For-profit contract research projects; consulting contract work.
- Positions to assist faculty members in completing their own degree requirements.
- Course and instructional materials development and course/program assessment.
- Non-academic SRC projects.

Notification of results will be conveyed in writing to applicants in early August 2024.

What to Expect If Granted a WSRA Position

Instructions + Next Steps

1. **Submit your posting:** [Visit the WSRA Application portal](#) to log in, accept your 2024–2025 F/W WSRA allocation and submit your job posting by 11:59 p.m. on Tuesday, July 2, 2024.

2. **WSRA job board opens:** Your RA position will be posted on the [WSRA job board](#) via TMU Careers and the [Student Financial Assistance Undergraduate Careers page](#) on Tuesday, August 6, 2024, and Career Boost approval will open on Thursday, August 22, 2024.

3. **Student recruitment:** Students will apply to you directly by the method(s) you choose under "Method of Student Application" on your application form.

4. **Obtaining Career Boost approval:** Only students who have received Career Boost* approval through Student Financial Assistance are eligible. It is the student's responsibility to apply for Career Boost approval during this period and maintain their eligibility status throughout their employment. Prior to making hiring commitments, please ensure that your selected candidate (1) has been approved for Career Boost and (2) has not accepted any other WSRA or Career Boost position. Please note that Career Boost approval is open from Thursday, August 22, 2024, to Friday, January 24, 2025.

   *Although both programs require Career Boost approval, the WSRA program and Career Boost Undergraduate program are separate entities. Please see [Section E of the FAQs](#) on pages 9 fand 10 for further clarification.

   a) **Delist your WSRA job posting by completing the [F/W WSRA Delist and Hiring Request Form](#)**: Your posting must be delisted before your Faculty's Research Account Support Officer (RASO) or your Canada Research Chair (CRC) Administrator will be able to initiate a contract with your new RA. To successfully delist your posting:

      i. Confirm that your student has received email approval from Career Boost for the current term and ask them to forward you a PDF of that email. You will need this to successfully complete the hiring request form. Please note that Career Boost approval is open from Thursday, August 22, 2024, to Friday, January 24, 2025.

      ii. Download, complete and sign the [Supervisor Declaration Form](#), ensuring that your cost centre number is included (item 9) and reconfirmed on the WSRA Hiring Submission Form.

      iii. You will be asked to upload the above files. This form cannot be completed without all the required information and documentation.

      iv. **Important:** We no longer accept delisting requests via email.

b) **WSRA contract initiation**: Upon successful submission of your WSRA Delist and Hire Form and verification by the Program Assistant, your posting will be delisted and your RASO or your CRC Administrator will be notified on your behalf. The RASO or CRC Administrator will then contact you to initiate an eAppoint contract for your RA and inform you of any additional contract/hiring instructions specific to your Faculty.

The final date to hire your RA via eAppoint is Monday, October 21, 2024.

5. **Approve your RA's hours**: Meeting pay deadlines is a shared responsibility between the RA and the supervisor. Please see the 2024 Pay Schedule and Deadlines form and visit TMU's IT Help website to learn more about submitting work hours through HR or TMU's AskHR website for information on approving work hours through HR. We recommend that your RA tracks their hours each week to ensure that they do not exceed the 490-hour maximum.

Significant Dates

WSRA job posting submission deadline	Tuesday, July 2, 2024, at 11:59 p.m.
Students apply for Career Boost approval through Student Financial Assistance	Thursday, August 22, 2024 – Friday, January 24, 2025
First day of work for the Fall term	Monday, September 9, 2024
Final date to hire for the Fall term	Monday, October 21, 2024
Bi-weekly standard for RA to submit hours	Every other Tuesday by end of day*
Bi-weekly standard for approving RA's eHR hours	Every other Wednesday by 11:59 p.m.*
First payday	Friday, September 27, 2024
Last day of work for the Fall term	Friday, December 13, 2024
First day of work for the Winter term	Monday, January 6, 2025
Final date to hire for the Winter term	Monday, January 27, 2025
Last day of work for the Winter term	Friday, April 24, 2025

*(See the 2024 Pay Schedule and Deadlines form for specific dates.)

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Key Contacts

RASO or CRC Administrators	For contract or hiring-related inquiries, please contact your Faculty's Research Account Support Officer (RASO) or your Canada Research Chair (CRC) Administrator.
HR Client Services	AskHR is a new online tool that can help TMU employees get answers to common inquiries (e.g., submitting/approving hours or navigating eHR). It can also allow you to submit a request or forms to HR.
HR Advisor	For advice on managing your RA or for situational inquiries regarding your RA's employment, such as absences, performance issues, etc., please contact your Faculty's HR Advisor.
Student Financial Assistance	For inquiries regarding the Career Boost approval process, please refer to the Student Financial Assistance website or email jobs@torontomu.ca.
OVPRI	For any other inquiries, please contact Laura Zeno in the Office of the Vice-President, Research and Innovation.

Frequently Asked Questions

Section A: Recruitment Period (related to step 2 of "Next Steps")

Section B: Hiring Processes (related to steps 3 and 4 of "Next Steps")

Section C: Work Hours (related to step 5 of "Next Steps")

Section D: Contract Termination

Section E: Other Questions

Section A: Recruitment Period

1. How will students find my WSRA posting?

Students can find your posting when browsing through the TMU Careers website (under the "Students" section) or the Student Financial Assistance Undergraduate Careers website (see "Career Boost Undergraduate Program"). We do not post WSRA positions on third-party websites.

2. Is there an online portal where students can apply to my posting? How do they apply?

No, there is no online portal where students can apply to your posting. Students will apply to you directly by the method(s) you chose under "Method of Student Application" on your application form. For example, if you chose "Email," please expect students to apply to you via your email.

3. I am receiving emails from non-TMU students who are claiming that they saw my WSRA posting on LinkedIn (or another third-party website). Can I consider them for the position?

No, only full-time domestic TMU undergraduate students who have received Career Boost approval are eligible to be hired under this program.

We do not post on third-party websites. It is possible that a third-party website automatically drew information from your WSRA posting and generated a copy for their site. We can attempt to email the site administrators to have the posting taken down, but it is not guaranteed that we will receive a response.

4. I want to hire an international student, but the student is ineligible for this program. What are my options?

As per the Career Boost eligibility guidelines, a student must be "a Canadian citizen, a permanent resident of Ontario, or a Protected Person" in order to be eligible for the WSRA Program. You may want to consider applying for a position under the Career Boost International (CBI) Program (see "International Students" dropdown), which is geared toward international students. Please contact careerboost@torontomu.ca for more information.

5. I can't find a suitable candidate for my WSRA position, and I think that the Career Boost approval requirement is significantly limiting my options. Can an exception be made for me to hire a student who has not received approval?

No exceptions can be made to this requirement. The WSRA program is made possible by the support of and collaboration with SFA, and one of the mandates of the program is to provide students – particularly those who have proven financial need – the opportunity to receive financial assistance through research assistantships.

Alternatively, if the ineligible student(s) you were seeking to hire can provide sufficient justification for not meeting the Career Boost eligibility criteria, they should contact SFA at jobs@torontomu.ca to inquire whether an exemption can be made. If so, the student will be given approval by SFA through email and can then be hired for your WSRA position as per the "Next Steps" instructions.

Section B: Hiring Processes

6. I don't have a cost centre for the Supervisor Declaration Form. Can I leave it blank?

No, you cannot leave this section blank. Please contact your Faculty's RASO, who can help you identify a suitable cost centre to input on your form.

7. My research or project involves highly confidential information. Is there a Confidentiality Agreement that I can give to my RA to sign?

Your Faculty's RASO may have a template ready for use. Otherwise, please feel free to use this Confidentiality Agreement template. If you decide to execute a Confidentiality Agreement, make sure that you, your RA and your RASO each have a fully executed copy.

8. Is my student hire required to sign an employment contract to accept the position?

Please contact your Faculty's RASO for this inquiry, as faculties have differing RA onboarding processes. For your reference, TMU HR has RA offer letter templates available to you in an editable format.

9. Is there a probationary period?

There is no probationary period for WSRA contracts. In preparation for your incoming RA, you may wish to consider creating a checklist or schedule of performance goals and objectives, as well as an overview of job expectations, and then establishing them with your RA as part of your onboarding process. Here is a Supplementary Guide for WSRA Supervisors: Student-Supervisor Mutual Expectations Checklist which you may find helpful. For additional guidance, please contact your Faculty's HR Advisor for advice on creating an effective plan.

10. Will my RA receive some sort of orientation package?

Once your RA's contract is officially processed through eAppoint, your RA will receive a "welcome" email from TMU HR outlining some next steps and instructions on navigating eHR. Please consult with your Faculty's RASO to inquire about additional orientation emails/packages that may be sent to your RA.

Section C: Work Hours

11. What happens if my RA exceeds the 490-hour maximum?

All hours submitted and approved outside this maximum will be charged to the cost centre provided on your Supervisor Declaration Form.

12. My RA and I would like to continue our work during a period that is outside the program's employment periods. What should we do?

You will have to initiate a separate employment contract for that period. Please contact your Faculty's RASO or CRC Administrator for assistance.

13. What happens if my employee forgets to submit time, or I do not approve their time by the payroll deadline?

> All time entered and approved after the payroll deadline will be processed in the next pay period. Please enter any missed time in the correct pay period's timesheet.

Section D: Contract Termination

14. My RA's Career Boost approval has been revoked for failing to meet the eligibility requirements. What happens now?

> If your RA can provide justification for no longer meeting the Career Boost eligibility requirements, your RA may request an exemption by contacting SFA at jobs@torontomu.ca.
>
> Otherwise, you may hire a new student by following these steps:
> (1) Contact your RASO to immediately terminate your RA's contract.
> (2) Contact srcfunding@torontomu.ca to reactivate your RA posting.
> (3) Once you are ready to hire a new student, please return to the WSRA hiring form and submit the student's information and documentation.

15. What should I do if I am seeking to terminate my RA's employment and/or if my RA requests to end the contract early? What are my next steps toward hiring a new student?

> There are various reasons why a supervisor may wish to terminate their RA's employment, and it is important that you discuss this with your RA as soon as possible. It is advised that you reach out to your Faculty's HR Advisor to discuss your particular situation and get advice on the most appropriate course of action.
>
> If you decide to proceed with a termination after speaking to your HR Advisor and would like to rehire, here are the next steps:
>
> (1) Contact your RASO to immediately terminate your RA's contract.
> (2) Contact SRC Funding at srcfunding@torontomu.ca to reactivate your RA posting.
> (3) Once you are ready to hire a new student, please return to the WSRA hiring form and submit the new student hire's information and documentation.
> (4) Your RASO or CRC Administrator will contact you to initiate your new hire's employment contract via eAppoint.
>
> These same steps apply if your RA requests to end the contract early.

Section E: Other Questions

16. What's the difference between the WSRA Program and the Career Boost Program?

Faculty members apply to the WSRA Program for RA positions that have direct involvement with the execution of research or project activities, while positions applied for under the Career Boost Program normally involve more general administrative duties. Please note that whilst these are separate programs, both require the student to obtain Career Boost approval in order to be eligible for a position.

In terms of funding, WSRA positions are 100% covered by the program (as long as the RA's total hours do not exceed the 490-hour maximum), while Career Boost positions are cost-shared. For more detailed information on the Career Boost Program, please see their Employer Guidelines.

17. Are there other RA opportunities available?

Please visit the Student Research page on the OVPRI website to view other internal/external funding opportunities that provide support for research assistantships, such as TMU's Undergraduate Research Opportunities (URO) Program or Mitacs-based offerings.