

Faculty of Forestry
Graduate Academic Assistant Application for Online Teaching

Course Name				
Course Number				
Taught by				
Term Offered	Summer Term 1	Summer Term 2	Winter Term 1	Winter Term 2
First time teaching this course?			Yes	No
GAA Hours Needed (max. 50 hours)				
A preferred candidate has been identified?			Yes	No
If Yes, please provide the following details:				
Student Name			Student Number	
Student Email				
Current Program Enrolment	Undergraduate	Master	Doctoral	
If No, position will be posted on the Faculty website.				
Anticipated Job Duties (please check the ones applicable)				
- Development and creation of online course materials				
- Transition of current course materials into Canvas				
- Creating video for online courses (traditional or 360°)				
- Setting up online exam tools (Protorio, Canvas, etc.)				
- Using 3D and virtual reality resources				
- Other duties (please specify):				

Additional Information

1. The duties of a Graduate Academic Assistant (GAA) include all academic duties not conforming to those specified above (for example, research performed for a member of faculty not directly related to the student's own research). The stipend may not be considered a scholarship. Appointment as a Graduate Academic Assistant (GAA) for a full-time graduate student shall not exceed an average of 12 hours of duty per week averaged over a year. Permission to exceed this limit may be given by the Dean of the Faculty of Graduate and Postdoctoral Studies in special circumstances. For specific information about Academic Assistantships, students should contact their graduate program.

2. Pay Rates: we will follow the GTA pay rate standard for this initiative:

- GTA 1: Graduate student who holds a master's degree and/or is registered in a doctoral degree program.
- GTA 2: Graduate student who holds a bachelor's degree and is registered in a master's degree program.

3. If a PI wishes to hire a qualified Undergraduate Academic Assistant (UAA) instead of a GAA, the UAA will be paid at the GTA 2 rate.