

LFS TA Application

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by Virginia Frankian, Academic Coordinator
October 2022

LFS TA App for Instructors:

- Use a VPN from off-campus
- Is your profile set up? Try logging in.
- TA candidates must create a profile and apply for your course.
- Viewing your applicants.
- Selecting and assigning hours.
- *For all TA-related correspondence, please use lfs.ta@ubc.ca*

Dear Instructor,

This is for you if you have never used the LFS TA Application or if you need a refresher.

All steps in the TA Application process take place in the LFS TA Application, up to the appointment process in Workday.

VPN:

If you are off-campus, you will need to use the UBC VPN to log in. UBC IT is the source for this VPN. Search for 'UBC IT myVPN' to find details on how to set up the VPN on your page. The UBC Helpdesk can assist you if you need help.

LFS TA Application Profile:

If you are new, I may have already created a profile for you in the TA App. You can find out by trying to log in using your CWL. Here's the link to the login page:

<https://ta-app.landfood.ubc.ca/accounts/login/>

If you do not have a profile yet, please email me. If it is urgent and I am away, Edmund Seow or Brandon Oh in the Learning Centre may be able to help you set one up. If not, I will do so as a priority when I return. I will need your name, CWL and UBC email address (@ubc.ca or @mail.ubc.ca.) in order to do so.

All TA Candidates Must have a Profile

The Winter TA Application is open to all students to apply **only during MARCH 31-APRIL 30th each year.** This is mandated by the agreement between UBC and CUPE 2278.

Any student you wish to hire as a TA must have a completed profile in the LFS TA Application, and must have applied for your course specifically. If they were a TA during a previous term, they will probably have a profile unless they deleted it themselves. If they do, they will simply need to apply for your specific course. Once they apply for your course, they will appear on your Applicants list.

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If a student needs help using the LFS TA Application, they can get in touch with me at ifs.ta@ubc.ca for assistance.

To View Your Applicants:

To see your applicants for a particular course, you must be listed as the instructor for that course in the LFS TA App. If you are, you will be able to review their names and information, and to select and assign hours to chosen candidates.

If you are not listed but should be, please let me know at ifs.ta@ubc.ca . If I am away, you may need to wait until I return and can assist you.

To start, login to the TA App (link above) using your CWL.

From your Home page, click the View Jobs button to go to your Jobs page. Then click the icon in the Applicants column and you will see your candidates. (The number in the icon shows how many have applied).

The teal icons and badges as well as the blue links lead to more information. Try clicking on them to see what other details they will show you.

For instance, you can view a student's profile information by clicking their CWL link in the CWL column, or you can see their Degree Info or Resume by clicking. You can see a list of other candidates by clicking the Summary of Applicants link near the top of your Applicants page (more on this in the recruiting ideas handout).

Selecting and Assigning hours:

If you want to select a student, click the Select button. There you can choose your preference and assign hours.

Once you have selected and assigned hours, save your changes. The student's name will appear on my Selected list and I will know they should be sent an Offer email for the TAship.

RESET: IF you make a mistake or would like to change something, I can RESET your options for you. Let me know, and I will reset as quickly as possible. You then can go back and start over for that student or choose another student.

HOWEVER – this *reset can only happen before the offer has been sent.*

A student who has been offered a TAship has the right to those TA hours unless they decline the TAship. So timing is important.

I recommend if you need to change something, use the Write link to leave me a note (right-hand end of the student's row) AND email me directly as soon as you know the reset is needed.

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Write link:

The Write link on the student's row is not visible by the student. It is intended to be used for you to leave information for me that I will need to process the Offer. For instance, if you want to give a TA the STA (Senior TA) classification, leave me a note there so I will know that's what you want. Or if you want to note something for the record, you can put it there. I will also make notes there for the record.

I do *not* get a notification when you enter a Write note. If it is something urgent or particularly important, I recommend emailing me at -lfs.ta@ubc.ca and let me to check the note.

What happens next:

When a TA has been selected, assigned hours and sent an Offer email, they will Accept or Decline. An Accepted application goes forward to LFS HR for the appointment to be set up, then to UBC Payroll. When they appear in SISC, I add them to their course Canvas access by the time their appointment starts. (Assuming all goes well with on-time TA choices.)

I hope this has been helpful.

Best regards,
Virginia

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UBC Faculty of Land and Food Systems

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