

## **Out of Priority TA (OPTA) Application Process:**

### Eligibility:

- To be eligible for a TAship in Psychology in any term, you must be a registered full-time student. Summer applications must be registered in the term that they apply for.
- You must have a minimum overall CGPA of 10.0 and a minimum of Third Year Standing to apply.
- Graduate students can be eligible as OPTA if:
  - They have never been hired as a TA.
  - Hired as a TA for one term as a “replacement”.
  - Are on an “approved” program extension.
  - Have already completed all of their TA priority assignments.
- Graduate students are not eligible to apply as an OPTA if they currently have in priority TA funding remaining.

### Application:

- You must complete an ‘TA Outside Priority Application’ on Carleton Central (located under TA Management)
- Do not apply for specific courses. You only need to fill out one application for one department, per term. Please specify course interest in the comments section of the application, and answer all questions to the best of your abilities.
- The OPTA application deadlines are the 15<sup>th</sup> of August for the Fall term and the 15<sup>th</sup> of December for the Winter term.
- Offers to TA shall be accepted or declined within 10 working days of the date of the offer. Failure to accept an assignment offer by the above deadline without reasonable cause will constitute declining of the position for that term.

### Correspondence:

- All correspondence regarding possible TAships will be sent through official Carleton email accounts. Please ensure that you check your Carleton email account for information as you may be contacted for additional information regarding your application.
- For updates on the status of your application be sure to check your Carleton Central account.

## FAQs

- “Do I need to provide a resumé and references?”

- No, all of the information the department needs to determine eligibility is contained in The online application form.

- “How many hours will I get, if hired?”

- Undergraduate TAs are typically assigned 65 to 130 hours, depending on the TA needs of the course.

- “How much will I get paid?”

- The rate of pay for undergrad TAs for the 2018-19 school year is 24.03/hr and 41.70 for graduate TAs.

## Contacts:

- If you have any follow up questions please contact the Administrative Assistant to the Chair or the Associate Chair.