

## **Substitute Teaching Associate Pools**

Substitute Teaching Associates is a new classification (2453). Substitute TA pools will be created within departments from qualified Unit 11 employees during the period of their primary appointment. These TAs will indicate their interest in joining the pool on their application and will notify the Department Chair that they are available for appointment as a Substitute TA. Substitute assignments are made for a range of hours and will be compensated at the TAs existing hourly rate set by their current primary appointment (See Article 2.6 of the UAW Unit 11 CBA). TAs who are eligible for substitute appointments must submit the Substitute Teaching Associate Form (to be made available on the HR and OGS websites), which requires information about the substitute appointee, the substituted TA, CMS Position Number, Department ID, Job code (2453), Paid hours/duration of the appointment, hourly rate, courses(s) assigned and dates.