Dear colleagues,

We are excited to announce that our Forestry's TA Portal is ready for the 2022-2023 Term 1 and Term 2 Teaching Assistants (TA) job applications.

The TA application portal provides a central platform to facilitate the TA application and hiring process within the Faculty. It was developed by the Faculty's Teaching & Learning Support (TLS) and IT teams, building upon an existing TA system hosted by the Faculty of Land and Food. The Faculty's three Departments will administrate the job postings and hiring process in the portal and Workday. Forestry instructors can easily access the job postings associated with their courses, review applications and select candidates. Students can view job postings, apply to available positions, and view their TA applications status. Using the UBC CWL account will be required to log in to the portal.

Please access the TA Application Portal through our TLS website https://teachingsupport.forestry.ubc.ca/ta-portal-landing-page/. Applications for the 2022-2023 Term 1 and Term 2 will start from **March 31, 2022**. If you are an instructor who will be hiring UTA/GTA/Markers, please log in to the portal as soon as possible to let the TLS team associate your CWL account with the courses you will be teaching. Once the association is done, you can then review the job postings under your accounts and, if necessary, edit any details before March 31, 2022. Students will be able to apply through the portal from March 31 until April 30. Important information about the TA hiring, as well as the instructions and tutorials for both instructors and students, can also be found on the landing page.

NOTE: Please note when instructors login to the TA portal, **the system will first recognize you as students**. The TLS team will then manually do the course association, upgrade the instructor's account and notify you once the process is done.

To help our instructors and students better understand the system, we will be hosting workshops to introduce and showcase the portal's functionality. Please find two Zoom calendar invitations attached.

Workshops and Q&A Session:
(Instructors only)
Friday, **March 25th** @ 1:00 PM – 2:00 PM PST
Join the Zoom meeting

(Both instructors and students welcomed)
Monday, **March 28th** @ 12:00 PM – 1:00 PM PST
Join the Zoom meeting

Have questions?

For any questions regarding the hiring process, please direct them to the respective department admins which can be found on the TA landing page. If you need any technical assistance, please get in touch with TLS Support at forestry.tls@ubc.ca, juno.kim@ubc.ca or michelle.zeng@ubc.ca.