

## APPENDIX B1 – DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS – Teaching Assistants

The Supervisor and the Teaching Assistant are referred to Article 15 – Hours of Work and Overtime for full details for completing this form. The parties will discuss this information, taking into account course enrolment, nature of assignments and expectations for grading, in determining reasonable workload. One subsequent meeting shall be held in accordance with Article 15.03 to review, and if necessary, revise this form. The Supervisor and Teaching Assistant shall signify their acknowledgement of any changes to the form by signing the amended document.

The Teaching Assistant must initiate any subsequent changes to the assignment as an Employment Contract Amendment Request (Appendix C1) as outlined in Article 15.04

Academic Term(s) \_\_\_\_\_ Start Date (If not beginning of term) \_\_\_\_\_

Dept of Employment: \_\_\_\_\_ Course Name and Number: \_\_\_\_\_

Member Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employment Supervisor: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Hourly rate of pay: \_\_\_\_\_

<b>Duties</b>	<b>Approx. Hours</b>	<b>Details – Include nature of tasks and expectations of grading. If necessary, note time and location where duties must be performed. Indicate any weeks where the projected workload is likely to exceed 10 hours.</b>
1. Preparation( e.g. reading, lab meetings)		
2. In class (e.g. tutorials, lectures, labs)		
3. Marking and invigilation		
4. Student Consultation (e.g.office hours, e-mail)		
5. Supervision of Field Work		
6. Other (As discussed on this date)		
<b>Total Hours/Term *</b>		

\* In accordance with Article 13, the maximum number of hours per academic term for a GTA assignment shall be 130 (10 hours per week x 13 weeks).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_