

APPENDIX C1

Collaborative Amendment Record for the Graduate Student Teaching Assistant (GSTA) Employment Contract											
<u>PART 1 - TO BE COMPLETED BY THE GSTA</u>											
GSTA's Name:						Student Number:					
Course Name and Number:						Academic Term(s):					
Contract Start and End Dates:											
<u>PART 2 - TO BE COMPLETED BY THE GSTA AND GSTA EMPLOYMENT SUPERVISOR</u>											
Number of hours called for in the Employment Contract:											
Total hours to perform work in the Amended GSTA Employment Contract:											
Duties to be amended as described in the GSTA Employment Contract:											
Amended GSTA Employment Contract Start and End Dates:											
Comments:											
GSTA Duties Table				Approximate Hours / Term				Details of Duties * :			
1. Preparation: e.g. GSTA orientation (including workplace safety), researching, reading, writing lecture notes, presentations											
2. Presentation and Participation: e.g. conducting, participating in, and, or observing classes, tutorials, lectures, labs, and fieldwork											
3. Student Assessment: e.g. invigilation, marking, and, or compiling student assessment results											
4. Student Consultation: e.g. office hours, e-mail, etc. for student learning feedback											
5. Supervision: e.g. field work or group work activities											
6. Other: (as agreed to on this date)											
Total Hours / Term								Notes:			
<u>Disclaimer and Collective Agreement References</u>											
In accordance with Article 13.02, a full GSTA appointment is considered to be 130 hours in an Academic Term (average 10 hours per week x 13 weeks).											
In accordance with Article 15.07 an Employee shall not be required to work more than fifteen (15) hours in a week without their consent.											
A Full-time Graduate Student will not normally be employed as a GSTA and, or, GSRA for more than 520 hours over a 12-month period.											
* = Include the nature of the GSTA tasks to be performed and any expectations related to them. There is no expectation for an individual to perform work not related to the duties described in this contract. Further, if possible, note where the projected workload is likely to exceed 10 hours per week. To perform work beyond the scope of this contract a further completed C1 form shall be required.											
<u>Part 3 - TO BE COMPLETED BY THE GSTA EMPLOYMENT SUPERVISOR:</u>											
GSTA Employment Supervisor's Name:											
GSTA Employment Supervisor's GAU:											
<u>Part 4 - SIGNATURES - TO BE COMPLETED BY ALL PARTIES:</u>											
GSTA Employment Supervisor's Signature:						Date:					
Dean's / Chair's Signature:						Date:					
GSTA's Signature:						Date:					
<u>Distribution List:</u>						Graduate Student Teaching Assistant, School of Graduate Studies, PSAC Local 60550 UGSW, GSTA Employment Supervisor, GSTA Employment Supervisor's GAU Secretary					