

Description of Duties and Allocation of Hours –TAs

The Supervisor and the Employee are referred to **Article 14 - Hours of Work** for full details for completing this form. **Article 14.06** requires that the Supervisor and Employee meet at the commencement of the appointment to discuss the work to be done, including the assigned duties and **the approximate percentage of time to be spent on each over the course of the appointment.**

If either the Employer or the Employee has reason to believe that the duties of the position cannot be performed within the hours specified, they shall follow the process as per **14.07** and/or **14.08** of the collective agreement. In cases where it is necessary to amend the number of hours or assigned duties of the appointment, the Employee and employer shall amend this form.

As per **14.01**, Employees may work a maximum of 12 hours per week on average as a TA. An Employee who is offered more than this amount of work as a TA must inform the individual presenting the offer of employment that they have exceeded this maximum.

Academic Terms: _____ Start Date (if not beginning of Term) _____

Department of Employment: _____ Course Name and Number: _____

Employee Name: _____ Email Address: _____

Employment Supervisor: _____ E-Mail Address: _____

Duties	Approx. % Per Appointment	Details
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)		
Total average hours per week		
Total hours per appointment		

NB: The categories listed above are intended as examples. All of the categories may not apply to a given appointment.

Supervisor's Signature: _____ Date: _____

Dean/Dept. Head: _____ Date: _____

Employee: _____ Date: _____