



CUPE 4163 TA Checklist of Assigned Duties and Approved Work Schedule

The work schedule must be defined in writing at the beginning of the term and reviewed and adjusted if necessary at the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.

DEPARTMENT/SCHOOL: DATE:
POSITION: COURSE/PROJECT:
APPOINTMENT, From: To: TOTAL HOURS:

WORK SCHEDULE

Table with 4 columns: ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE), HOURS (per week or per term) - Initial Hrs expected, Mid-Term Review, DAYS/DATES. Rows include: Establish Grading Criteria, Grade Papers/Lab/Studio Assignments, Lead Seminars/Tutorials, Laboratory/Studio Sessions, Prepare Teaching Materials, Teach Courses in the Absence of the Lecturer, Student Consultation, Deal with Grade Complaints, Assist to Design Laboratory/Studio Activities, Prepare Laboratory/Studio Materials, Attend Supervising Faculty Member's Lectures, Attend Orientation/Information/Training Sessions, Assist in Developing Course Outline, Supervise Mid-Term(s) and/or Final Exam, Mark Mid-Term(s) and/or Final Exam, Prepare Tests and other Assessment Instruments, Keep Records, Lead Field Trips, OTHER, OTHER.

EMPLOYEE

Name - PRINT

Signature

SUPERVISOR

Name - PRINT

Signature

CHAIR/DIRECTOR/DESIGNATE

Name - PRINT

Signature

Mid-Term Review

Employee's Signature

Supervisor's Signature

Date

- 1. Article 14.01 of the TA Appendix dictates the weekly limit for hours of work. The supervisor enters the expected values in the Initial Hours and Days/Dates columns at the onset of employment. The actual hours as of the mid-term are entered at the mid-term review.
2. This LOU does appear in the CA after 2003. (obligations regarding the mid-term review- see 14.03 in TA Appendix)
3. If any problem arises that cannot be resolved by the supervisor and employee, it should be referred to the Chair and Union.
4. A performance review may be completed in accordance with Article 22.02 (Performance Review). A copy will be provided to the employee.
5. List the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use SS.
6. Attach additional sheet(s) if required.

COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE

Assignments to be marked by TA:

| <i>Assignment #</i> | <i>Assignment due date:</i> | <i>Date Grades Due to Instructor from TA:</i> |
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Mid-term Exams:

| <i>Exam Date</i> | <i>TA required to help invigilate?</i> | <i>Date Grades Due to Instructor from TA:</i> |
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Final Exam:

| <i>Exam date/time</i> | <i>TA required to help invigilate?</i> | <i>TA required to grade any portion of final exam?</i> | <i>If yes, Date Grades Due to Instructor from TA:</i> |
|-----------------------|--|--|---|
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Initial Meeting:

_____ TA Signature to acknowledge duties & deadlines

Mid-term review Meeting:

_____ TA Signature to acknowledge revised duties & deadlines