

Graduate Teaching Assistant Workload Agreement

The purpose of this form is to clarify the objectives and expectations of course instructors and graduate teaching assistants with respect to delivery of the class listed below and to ensure that the required duties can be performed within the assigned hours. The Dean or designate, or Supervisor shall have the right at any time to review with the graduate teaching assistant the hours allocated as per Article 12, Section 2 of the Collective Agreement between the University and CUPE, Local 2278-02. A copy of this form is to be retained by the instructor and the graduate teaching assistant, and a copy emailed to Human Resources: GraduateTARecruit@unbc.ca.

Course Name & Number:	Course Term:	Year:
Course Faculty:	Dean:	Chair:
Course Supervisor:	Supervisor Email:	Supervisor Phone:
Total Contract Hours:		

The following are expected/best estimates of how TA time will be spent. Changes may occur during the term but total contracted hours should not be exceeded without prior authorization and mutual agreement. Discussion between the Supervisor and TA is required when actual hours appear to deviate or actually differ from those indicated below. For more information regarding hours of work, refer to Article 14.

Expected Duties	Estimated Hours	Specific Details/Comments (Provide details, times, locations, and numbers whenever possible)
Preparation (Provide details)		
Training (i.e., safety training) (Does not include mandatory Level 1 TA Workshop)		
Teaching (lab/tutorial/lecture) Student contact, room set-up, clean up, and additional teaching expectations.		
Course/Exam Attendance Attend the course supervisor's regular lectures and scheduled exams		
Office Hours/Out of class time support Expected office hours, and any other required support time		
Evaluation/Grading Indicate and discuss the expected evaluation guidelines as pertains to student exams and assignments		
Other (if applicable, provide details):		
Other (if applicable, provide details):		
Total Hours (must equate to total contract hours)		

We, the undersigned, agree with the above allocation of tasks and accept the responsibilities of the instructor and graduate teaching assistant. We understand that this document is to be used as guidelines to ensure that the required information duties can be performed within the allotted hours in accordance to Article 12 of the collective agreement.

Course Supervisor Name

Course Supervisor Signature

Date

Employee Name

Employee Signature

Date