

APPENDIX II - TEACHING ASSISTANT WORKLOAD FORM



This form sets out the objectives and duties of the Teaching Assistant position for the stated course. The form is to be completed by the Course Supervisor, in discussion with the Teaching Assistant, by the end of the drop/add period. In the case that work begins more than 2 weeks before the beginning of the term, the form is to be completed within 20 days of the commencement of the work. One copy of the completed form is to be remitted to the Teaching Assistant along with a copy of the Course Syllabus; another copy is to be retained by the Course Supervisor, and a third copy is to be placed in the Teaching Assistant's departmental employee file.

Please note that a full Teaching Assistant position



Type: _____ Date: _____ # of students: _____ estimate minute/student: _____				
c) Paper Indicate the approximate student hand-in date and the estimated time to be allocated by the TA for each paper per student. Paper 1: Date: _____ # of students: _____ estimate minute/student: _____ Paper 2: Date: _____ # of students: _____ estimate minute/student: _____ Paper 3: Date: _____ # of students: _____ estimate minute/student: _____				
d) Final Exam Type: _____ Date: _____ # of students: _____ estimate minute/student: _____				
e) Entering marks electronically Note: Final course marks must be entered within 7 days following the final exam. Where there is no final exam, course marks must be entered within 7 days of the end of classes. f) Other				

This document will be kept in confidential Employee file, I only authorise Human Resources, my current Course Supervisor, the current designated Hiring Unit representative and an authorised Union representative to have access to this document.

Employee signature:

Date: