

APPENDIX II:  
**Correspondence**



February 27, 1992

Professor K.V. Sevcik,  
Chair, Department of Computer Science  
University of Toronto  
Sandford Fleming Building

Dear Professor Sevcik:

As you may recall, the Collective Agreement settled upon in March between the Governing Council and the Canadian Union of Educational Workers provides for the establishment of a 'Work Study Committee' charged with reviewing existing Teaching Assistant workloads as well as practices and policies pertaining to T.A. work assignments at the University. A copy of the relevant section of the agreement is enclosed.

The committee was formed this past June. Its members are: Frank Cunningham (Philosophy), Matthew DeCoursey (CUEW), Brian Robinson (CUEW) and Stuart Whittington (Chemistry). Pat Parisi-Smith (Labour Relations) is secretary to the committee. As Researcher for the Committee, my role is to design the study methodology and to gather and analyze the information needed. The Committee hopes that its work will generate constructive recommendations on assigning and regulating T.A. workloads. The aim is to set fair guidelines while maintaining flexibility in recognition of the different sorts of tasks currently carried out by T.A.s in the University's various departments and divisions.

The Committee is reviewing several departments per month from September 1991 to June 1992. The Department of Computer Science has been selected for review in April. We are aware of the many hurried demands for information made upon departmental administrators, so we are sending this request for information as early as our schedule allowed. The information required is specified in Article 13:15 (attached) and includes the following (for this year and 1990/91): class sizes (full course equivalent enrollments for the November and February counts), employment statistics (teaching assistant hours allocated per course) and job descriptions (Allocation of Hours forms).

In addition, I have been instructed to interview administrators within your department about current methods of determining and assigning T.A. workloads. I would therefore appreciate your sending me the names of the appropriate persons to contact. I will call shortly thereafter to arrange the interview(s). Any other comments or views that you wish to forward along with the requested information will be gratefully received. All communications and information should be sent to the above address.

Thank you for attending to this matter.

Sincerely,

Martin Luymes  
Researcher,  
Work Study Committee

encl.



April 9, 1992

Professor K.V. Sevcik,  
Chair, Department of Computer Science,  
University of Toronto  
Sir Sanford Fleming Hall, Rm.3303

Dear Professor Sevcik:

Enclosed please find copies of the questionnaire for instructors and T.A. supervisors that I mentioned at our meeting this morning. The questionnaire has been developed in consultation with the Work Study Committee members and several professors, administrators and teaching assistants. As was discussed at our meeting, I am requesting that you distribute copies to faculty members in your department who you think would be willing to participate.

I have included cover letters to help participants work through the questionnaire. We would like professors to do one for each course in which they deal with T.A.s (or for each type of appointment in a course). I have sent five copies (to be custom tailored), as indicated, along with 30 self-addressed envelopes to help ensure promptness and confidentiality of responses. Please let me know if you need more.

I hope it will be possible to see these returned within a few weeks. Please notify me if there are any questions or concerns.

Thank you for handling this matter. I look forward to hearing from you soon.

With regards,

Martin Luymes  
Researcher,  
Work Study Committee

encl.