

Description of Duties and Allocation of Hours Form

Program _____

Course Number and Title _____

Supervising Professor _____

DUTIES (see reverse)	Hours Per Task	
	Initial	Revised
Training		
Preparation		
Contact		
Marking/Grading Estimated Enrolment per T.A. _____		
Other Duties		
TOTAL HOURS		

Prepared By (Supervisor) Signature

Date: _____

Approved By (Program Coordinator) Signature

Date: _____

Accepted By (Incumbent) Signature

Date: _____

MID COURSE REVIEW CHANGES (if any)

Date of Meeting _____

Prepared By (Supervisor) Signature

Date: _____

Approved By (Program Coordinator) Signature

Date: _____

Accepted By (Incumbent) Signature

Date: _____

THE FOLLOWING DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE JOB DESCRIPTION:

1. Training

- Attending TA training sessions
- Attending Health and Safety training sessions
- Meetings with supervisor

2. Preparation

- Preparing course outline
- Selecting relevant texts
- Preparing discussion outlines
- Preparing handouts
- Preparing reading lists
- Preparing bibliographies
- Designing and preparing tests/examinations
- Preparing assignments/problem sets
- Reading texts/manuals/source materials
- Preparing tutorial/lecture notes
- Preparing/setting up audiovisual materials and equipment
- Developing/maintaining course web site
- Attending supervisor's lectures/seminars
- Attending supervisor's labs/tutorials
- Announcing special seminars/workshops
- Consulting/meeting with course supervisor
- Preparing/setting up laboratory materials

- Demonstrating equipment outside class
- Demonstrating problem solving
- Tutoring individuals (not in centre)
- Leading field trips
- Office hours
- Consulting with students outside office hours
- Consulting with students electronically – PLEASE specify media and purpose of contact (e.g., e-mail, newsgroups, web sites, listserves, etc.)

3.2 Marking/Grading

- Language tapes
- Problem sets
- Computer programs
- Data sheets
- Laboratory reports
- Checking lab books
- Book reviews
- Oral presentations
- Demonstrations
- Projects
- Essays (indicate page length)
- Quizzes
- Mid-terms
- End-of-term tests
- Examinations
- Calculating/recording/tabulating grades

3. Core Duties

3.1 Contact Time

- Conducting lectures
- Conducting tutorials/seminars/practicals
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating in language laboratory

4. Other Duties

- Exam/test invigilation
- Meetings with other TAs
- Clerical (e.g., photocopying handouts/ readings)
- Technical support
- Coordinating other TAs, Resource Centres, etc.

NOTES:

1. This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Programs or all types of positions.
2. The list is not a substitute for clearly itemizing duties on the front of the form. Select ALL appropriate duties that you are assigning to the employee and that will be required of the employee and transfer to the appropriate section of the form, assigning a sufficient time allowance to each and specifying the total hours of the appointment to be devoted to this activity. Also include any duties you are assigning which are not on the list on this side of the form.
3. When allocating time for marking, indicate the number of individual items to be marked and the time allotted for each item. If the number of students is not known, estimate as accurately as possible and revise as necessary during the mid-course review. For contact hours indicate the number of hours per week and the number of weeks.