

SCHEDULE B 3 – ALLOCATION OF HOURS FORM

Pursuant to [Article B 2.02](#) this form documents the allocation of hours anticipated to be assigned to the Teaching Assistant (“TA”) for the duties itemized below. Both the instructor and TA should keep a copy of the completed form for their own records.

The purpose of this form is to help both the TA and instructor allot adequate time for the duties of the TA. It is a tool to help plan the term and should facilitate discussion between the TA and instructor. It will also delineate reasonable expectations for the course. This form recognizes that courses can evolve over the length of a term and supports ongoing discussion between the instructor and the TA as to the ongoing allocation of hours.

Department: _____ Vantage College (Yes/No): _____

Name of TA: _____

Name of Instructor and/or Supervisor in Charge: _____

Course(s): _____

Term and year: _____

Total hours: _____

The Allocation of Hours form shall, to the extent foreseeable, set out the percentage of time, or expected hours, to be attributed to the following classes of Teaching Assistant activities:

- (i) Teaching (lab, lecture, tutorials, field trips)
- (ii) Assisting Instructor (lab, lecture, tutorial, including attending lectures)
- (iii) Instructional Team Meetings, Class Prep and Training
- (iv) Grading, Critique, Evaluation (exams, assignments, performances)
- (v) Course Admin Duties (managing online resources, entering, collating grades)
- (vi) Student Meetings (office hours, e-mail/discussion boards)
- (vii) Curriculum Development (Senior TA roles)
- (viii) Other substantive duties
- (ix) Final exam invigilation
- (x) Union Orientation
- (xi) Vacation Time

| Assigned Duty | Hours Allocated | Assigned Duty | Hours Allocated |
|--|-----------------|--|-----------------|
| Union Orientation ¹ | | Safety Training | |
| Teaching (lab, lecture, tutorials, field trips) | | Assisting Instructors (including attending lectures) | |
| Instructional Team Meetings, Class Prep and Training | | Grading, Critique, Evaluation | |
| Course Admin Duties | | Student Meetings | |
| Curriculum Development (Senior TA only) | | Other Substantive Duties | |
| Final Exam Invigilation | | Vacation Time (4.17%) ² | |

¹ Mandatory as per [Article B 8.02](#)

² Mandatory as per [Article B 5.01](#)