

SCHEDULE E – ALLOCATION OF HOURS FORM

Pursuant to Article 12.02(a), 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 **set out** reasonable expectations for the **position**. 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.

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

Department: _____

Name of TA: _____

Name of Instructor: _____

Course: _____

Term and year: _____

Total hours: _____

Assigned Duty	Hours Allocated	Assigned Duty	Hours Allocated
Union Orientation ⁱ	.5	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 25.02

2 **Mandatory** as per Article 16.02

Other Duties:
