

APPENDIX

APPENDIX II - TEACHING ASSISTANT WORKLOAD FORM

Teaching Assistant Workload Form

This Workload Form sets out the objectives and duties of the Teaching Assistant 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 consists of 180 hours per contract period, with the Teaching Assistant working, on average, 12 hours per week. However, the allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The amount of time allocated for grading should be consistent with the objective of delivering high quality education. The Course Supervisor and the Teaching Assistant are encouraged to discuss any difficulties with the allocation of these objectives well in advance of the end of the term in order to best deliver the needs of the course and with due consideration to the peak periods. Amongst any difficulties to be discussed, peak periods in the course activities and allowing Teaching Assistants to carry out their student's responsibilities are both to be given consideration.

All assigned duties of the Teaching Assistant are part of the Teaching Assistant's work, including any revision of objectives as provided for in 11.02.03, and nothing in this Workload Form detracts from the Course Supervisor's pedagogical autonomy in the exercise of their academic duties.

Once a Teaching Assistant has been offered a position, the Teaching Assistant may request from the Hiring Unit a copy of the most recent previous Workload Form for the course for which they have been offered a position. The Hiring Unit designee will provide this previous form upon this request.

Course Details

Course Title: _____

Department: _____ Faculty: _____

Course Number: _____ Section: _____ Term: _____

Approximate Number of Students Registered in the course: _____

Approximate Number of Students in the TA's conferences/labs: _____

Course Supervisor

Name of Course Supervisor: _____ Email: _____

Telephone: _____

Teaching Assistant

Name of Teaching Assistant: _____ Email: _____

Program, degree, year (e.g., Biology, PhD 2): _____

McGill ID: _____

Telephone: _____

- Full Teaching Assistant Appointment (180 hours)
- Fractional Teaching Assistant Appointment Number of hours: _____
- Breakdown of hours has been decided by both the Course Supervisor and TA
- Course syllabus is attached
- Course Supervisor is also the TA's Research Supervisor
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The total number of hours of an appointment is the sum of the totals in Table 1 and Table 2 (180 hours for Full Teaching Assistant Appointment, or the Number of hours indicated for a Fractional Teaching Assistant Appointment).

TABLE 1 - OBJECTIVES / DUTIES, EXCLUDING GRADING AND EVALUATIONS

OBJECTIVES / DUTIES, EXCLUDING GRADING AND EVALUATIONS	APPROXIMATE HOURS PER WEEK PER OBJECTIVE, WHERE APPLICABLE The regular number of weeks in a term is fifteen (15).	NUMBER OF WEEKS OVER WHICH OBJECTIVE / DUTY IS FULFILLED	HOURS SPENT ON OBJECTIVE / DUTY OVER ENTIRE APPOINT- MENT	COMMENTS	REVISED APPROXIMATE NUMBER OF HOURS PER WEEK PER OBJECTIVE, WHERE APPLICABLE TAs and Course Supervisors must re-visit the allocation of hours at mid-term.
Completion of Workload Form / Beginning of term meeting					
Mid-term revision of Workload Form					
Mandatory training <i>If applicable, the number of hours spent by the TA on mandatory training, such as the It Takes All of Us course.</i>					
Course-specific TA training <i>If applicable, the number of hours spent by the TA on training specific to the Course, as required by the Course Supervisor</i>					
Meeting(s) with Course Supervisor <i>Establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.</i>					

Preparation <i>Preparation for conferences / lab demonstrations, reading of material / assignments, discussions with students, and performances</i>					
Leading conferences and/or demonstrating laboratory sessions					
Course Attendance <i>Attend the Course Supervisor's regular lectures</i>					
Exam Assistance <i>Attending in-class exams; delivering exam materials; answering questions during examination; making corrections during examination</i>					
Office Hours <i>Office hours the TA is expected to fulfill</i>					
E-mail communications; online course management, and other contact hours <i>Hours TA is expected to fulfill, including e-mail communications, in-person contact, telephone conversations, contributing to content management systems, and or other electronic communications</i>					
Other duties					
TOTAL					

Entering marks electronically ¹						
TOTAL						

¹Note: 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.

ACKNOWLEDGED:

Course Supervisor signature: _____ Date: _____

Teaching Assistant signature: _____ Date: _____

REVISED ALLOCATION OF HOURS AND/OR OBJECTIVES:

Additional hours requested by Course Supervisor: YES NO

Course Supervisor signature: _____ Date: _____

Teaching Assistant signature: _____ Date: _____

Hiring Unit Authorization (No additional hours will be worked without prior authorization by Hiring Unit):

YES NO

Hiring Unit representative signature: _____ Date: _____

C.C. Teaching Assistant
Course Supervisor
Departmental Employee file

This document will be kept in a 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.

Teaching Assistant signature: _____ Date: _____

INFORMATION FOR THOSE EMPLOYEES WITH ACCOMODATIONS

This workload form may be used for the purposes of planning future course workloads.