

DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS

TEACHING ASSISTANTS / DEMONSTRATORS / LABORATORY MONITORS, PROCTORS, TUTORS, CORRECTORS / MARKERS AND RESEARCH ASSISTANTS PAID FROM THE UNIVERSITY'S OPERATIONS BUDGET

ONCE THIS JOB DESCRIPTION HAS BEEN SIGNED BY BOTH PARTIES, CHANGES OR AMENDMENTS MUST BE SET IN WRITING AND MUST BE AGREED TO BY BOTH PARTIES. COPIES OF THE AMENDMENTS MUST BE FORWARDED TO CUPE AND INCLUDED IN THE EMPLOYEE'S FILE.

INITIAL AMENDED MID-COURSE REVIEW CHANGES

IDENTIFICATION

Form for identification including fields for SUR-NAME, GIVEN NAMES, ACADEMIC UNIT, EMPLOYEE NUMBER, REFERENCE S-, COURSE CODE AND TITLE, and START/END dates.

A - LIST OF DUTIES

CUPE COLLECTIVE AGREEMENT, ARTICLE 31.3 STATES: ONCE THE EMPLOYEE HAS BEEN ASSIGNED TO HER SUPERVISOR, THE SUPERVISOR SHALL COMPLETE A JOB DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS FORM SHOWN IN APPENDIX B...

ESTIMATED ENROLMENT PER TEACHING ASSISTANTSHIP:

DUTIES AS SPECIFIED BELOW (SEE APENDIX C) (ATTACH A SEPARATE SHEET IF SPACE IS INSUFFICIENT) AVERAGE NUMBER OF HOURS PER WEEK: TOTAL NUMBER OF WEEKS:

Table with columns: DUTIES, HOURS PER INITIAL TASK, HOURS PER REVISED TASK. Rows include JOB TRAINING, PREPARATION, CONTACT, MARKING / GRADING, OTHER DUTIES, and a TOTAL NUMBER OF HOURS row.

B - SIGNATURE

WHEN A FULL-TIME GRADUATE STUDENT IS HIRED FOR A TEACHING OR RESEARCH ASSISTANTSHIP, THE TOTAL NUMBER OF CONTRACTED HOURS OF WORK WILL NOT EXCEED AN AVERAGE OF TEN HOURS PER WEEK OVER THE ACADEMIC SESSION AS REQUIRED BY THE REGULATIONS OF THE UNIVERSITY.

Signature section with fields for PREPARED BY (ACADEMIC UNIT, NAME OF SUPERVISOR, DATE, SIGNATURE) and APPROVED BY (DATE, SIGNATURE) for both Chair/Designated Authority and Employee.

C - MID-COURSE REVIEW CHANGES (IF ANY)

Form for mid-course review changes including fields for DATE OF MEETING and COMMENTS / CHANGES.

Signature section for mid-course review changes, similar to section B, with fields for PREPARED BY and APPROVED BY.