APPENDIX C: Job Description Guidelines

GUIDELINES FOR PREPARING THE DESCRIPTION OF DUTIES & ALLOCATION OF HOURS FORM (included as Appendix B) FOR EMPLOYEES COVERED BY THE CUPE, Local 2626 COLLECTIVE AGREEMENT

Purpose
The purpose of these guidelines is to assist supervisors of employees in preparing the written description of each employee's position as required by Articles of the Collective Agreement between the University of Ottawa and the Canadian Union of Public Employees, Local 2626. In formulating job descriptions, supervisors are encouraged to discuss the details of the job description with the employee involved.

Description of Duties and Allocation of Hours Form
The Description of Duties and Allocation of Hours form presented as Appendix B has been prepared to ensure a uniform approach to the description of employee positions. A careful review of the following guidelines will provide each supervisor with the information necessary to complete each job description in accordance with the specific requirements of the position and in compliance with the terms of the Collective Agreement.

How to Complete the Description of Duties and Allocation of Hours Form
Completion of the section on Duties involves describing the duties to be performed by the employee and providing a statement of the hours required for the completion of these duties. Using the sample list of duties described on the following pages of this Appendix, duties are to be described by functional category, followed by a statement of the individual duties involved under that category. The functional categories to be used are: training, preparation, contact, research, marking/grading, and other duties. Only those duties which will form part of the employee's assignment should be listed on the form, in as much detail as necessary to adequately describe the duty.

Training: Employee participation in training programs should be reflected in this section.

Preparation: Types of preparation are presented on the following page, and all preparation duties to be required of the employee by the employer should be included. Special attention should be paid to this section for those employees who are responsible for the independent teaching, under supervision, of a course or section.

Contact: Every scheduled hour of class time is to be treated as sixty (60) minutes in describing hours of work. Care should be taken, where contact does not extend over the standard period of (13 weeks per term), to indicate the expected period of contact. The level of supervision of the employee should be indicated.

Research: Tasks associated with research are included on the following page. All research duties to be required of the employee by the employer should be included.

Marking/Grading: The nature and estimated number of assignments to be graded should be indicated, together with guidance as to the appropriate amount of time which should be devoted to marking each class assignment. The estimated enrolment should be used in determining marking hours. If the marking workload will be unevenly distributed during the term, this should be stated. Should the number of assignments to be marked exceed the original estimate, supervisors must take appropriate measures to ensure the total time allocation for marking/grading is not exceeded (e.g., by increasing the hours allocated, by reducing the number of assignments to be graded, or by other measures). Similarly, supervisors should verify as early as possible that the time allocated per assignment has been appropriately estimated.

Other duties: These should be described in the same manner as the major categories discussed above. Also, this section should reflect attendance at mid-course review meetings. “Other duties” must be consistent with Articles 4 and 31.2 of the Collective Agreement.

The “total hours” for the assignment is the sum of the hours per session given for training, preparation, contact, research, marking/grading, and other duties.

Revision of Job Description
Should it become necessary to revise the description of duties and/or the allocation of hours, refer to Article 31 of the Collective Agreement. Note that this article requires that the revision be discussed with the employee. A revised “Description of Duties and Allocation of Hours” form should be prepared and provided to the employee, and for the Department's records.
THE FOLLOWING DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE JOB DESCRIPTION:

Training
   ______ Attending employee training sessions
   ______ Attending Health and Safety training sessions
   ______ Web CT and Virtual Campus training, Brightspace and/or other software platform training
   ______ Provincially mandatory training

Preparation
   ______ Preparing course outline
   ______ Selecting relevant texts
   ______ Preparing discussion outlines
   ______ Preparing handouts
   ______ Preparing reading lists
   ______ Preparing bibliographies
   ______ Designing and preparing tests/examinations
   ______ Preparing assignments/problems sets
   ______ Reading texts/manuals/source materials
   ______ Preparing tutorial/lecture notes
   ______ Preparing audiovisual materials
   ______ Attending supervisor's lectures/seminars
   ______ Attending supervisor's labs/tutorials
   ______ Announcing special seminars/workshops
   ______ Consulting with course supervisor
   ______ Preparing setting up laboratory materials
   ______ Uploading files to Brightspace and/or other software platform

Research
   ______ Designing surveys and questionnaires
   ______ Primary and Secondary Data Collection
   ______ Interviewing
   ______ Discussion and Meeting with the Supervisor
   ______ Team Meetings
   ______ Data Entry
   ______ Data Analysis
   ______ Literature Review
   ______ Critical Analysis
   ______ Lab Work
   ______ Learning
   ______ Developing Tools (e.g. Simulation tools)
   ______ Writing and Preparing Reports and Presentations
   ______ Presentations
   ______ Field Work
APPENDIX C (CONTINUED)

Contact Time

- Conducting lectures
- Conducting tutorials / seminars / practical
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating in language laboratory
- Demonstrating equipment outside class
- Demonstrating problem solving
- Tutoring individuals (not in centre)
- Leading field trips
- Office hours
- Consulting with students outside office hours
- Reading and responding to students’ emails
- Online discussion groups

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
- Entering grades onto computer

Other Duties

- Exam invigilation
- Preparation for proctoring (ex. Transporting exams, counting exams, preparing class lists, etc)
- Time spent after proctoring (ex. Alphabetizing exams, transporting exams, etc)
- Calculating/recording/tabulating grades
- Meetings with other employees
- Clerical (e.g., photocopying handouts/ readings)
- Other Duties (Please Describe)

NOTES:

1. This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.

2. The list is not a substitute for clearly itemizing duties on the front of the form. Select appropriate duties and transfer to the appropriate section of the form, assigning a sufficient time allowance to each.

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.