

## APPENDIX II - TEACHING ASSISTANT WORKLOAD FORM



### Teaching Assistant Workload Form

This form sets out the objectives and duties of the Teaching Assistant position 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. The Course Supervisor and Teaching Assistant must meet within 2 weeks of mid-term to review the objectives and make appropriate revisions as required.

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.

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: \_\_\_\_\_

Name of Course Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Teaching Assistant: \_\_\_\_\_

Program, degree, year (e.g. Biology, PhD 2 level): \_\_\_\_\_

McGill ID: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

☐ Full Teaching Assistant Appointment (180 hours)

☐ Breakdown of hours has been decided by both the Course Supervisor and the TA

☐ Course syllabus is attached

☐ Check if the Course Supervisor is also the TA's Research Supervisor

☐ Fractional Teaching Assistant Appointment number of hours \_\_\_\_\_

Objectives/Duties	Approximate hours per week per objective, where applicable	Total estimated hours per term per objective	Comments	Revision of allocation of hours and/or objectives
<b>Meeting(s) with Course Supervisor</b> <i>Establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.</i>				
<b>Reading</b> <i>Read the required material for the class and other secondary material necessary for the preparation of conferences and class discussions</i>				
<b>Preparation</b> <i>Prepare for conferences, discussions with students, and performances.</i>				
<b>Course Specific Training</b> <i>As required by Course Supervisor.</i>				
<b>Leading conferences, and/or demonstrating laboratory sessions</b> <i>Clarify reading material or assignment for students; lead discussions, work with students in laboratories</i>				
<b>Course Attendance</b> <i>Attend the Course Supervisor's regular lectures</i>				
<b>Exam Assistance</b> <i>Attend, be responsible for in-class exams and/or answering questions, making corrections, and/or delivering exam materials</i>				
<b>Office hours</b> <i>Indicate office hours that the TA is expected to fulfill.</i>				
<b>E-mail communications, online course management, and other contact hours</b> <i>Indicate all other contact hours that the TA is expected to fulfill (including e-mail communications, in-person contact, telephone conversations, contributing to content management systems, and other electronic communications).</i>				
<b>Evaluation/Grading</b> <i>Indicate nature of assignment/exam(s), the approximate student hand-in date (except for final exams), the method of marking, and approximate time allocated per student for grading, as well as the number of students the TA will be responsible for under each assignment/exam</i>				

Objectives/Duties	Approximate hours per week per objective, where applicable	Total estimated hours per term per objective	Comments	Revision of allocation hours and/or of objectives
<b>a) Assignments:</b> <i>Indicate the assignment name, the approximate student hand-in date, and the estimated time to be allocated by the TA for each assignment per student.</i>  <b>Assignment 1:</b> _____ Date: _____ # of students: _____ estimate minute/student: _____  <b>Assignment 2:</b> _____ Date: _____ # of students: _____ estimate minute/student: _____  <b>Assignment 3:</b> _____ Date: _____ # of students: _____ estimate minute/student: _____				
<b>b) Mid Term Exam</b>				

Type: _____ Date: _____ # of students: _____ estimate minute/student: _____				
<b>c) Paper</b> <i>Indicate the approximate student hand-in date and the estimated time to be allocated by the TA for each paper per student.</i>  <b>Paper 1:</b> Date: _____ # of students: _____ estimate minute/student: _____  <b>Paper 2:</b> Date: _____ # of students: _____ estimate minute/student: _____  <b>Paper 3:</b> Date: _____ # of students: _____ estimate minute/student: _____				
<b>d) Final Exam</b>  Type: _____ Date: _____ # of students: _____ estimate minute/student: _____				
<b>e) Entering marks electronically</b> <i>Note: 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.</i>				
<b>f) Other</b>				
<b>Other duties</b> <i>Indicate such other duties (e.g. field trips, web-site updates and such other administrative tasks) to be performed by the TA for the delivery of this course</i>				
		<b>Total</b>		<b>Total</b>

**ACKNOWLEDGED:**

Course Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Teaching Assistant \_\_\_\_\_ Date \_\_\_\_\_

**REVISED ALLOCATION OF HOURS AND/OR OBJECTIVES:**

Additional hours requested by Course Supervisor: \_\_\_\_ YES \_\_\_\_ NO

Course Supervisor: \_\_\_\_\_ Date \_\_\_\_\_  
Teaching Assistant: \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_ YES \_\_\_\_ NO

Hiring Unit approval: \_\_\_\_\_ Date \_\_\_\_\_

c.c. Teaching Assistant  
Course Supervisor  
Departmental Employee file

**INFORMATION FOR THOSE EMPLOYEES WITH ACCOMMODATIONS**

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

This document will be kept in 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.

Employee signature:

Date: