

Graduate Teaching Assistant Workload Agreement

The purpose of this agreement is to clarify the expectations of course instructors and graduate teaching assistants (GTAs) with respect to the required duties for the course listed below. The Dean or designate, or Supervisor shall have the right at any time to review with the graduate teaching assistant the hours allocated as per Article 12, Section 2 of the Collective Agreement between the University and CUPE, Local 2278-02. The supervisor and the GTA should complete the agreement together, and each should retain a copy.

The supervisor will email a copy to Human Resources: GraduateTARecruit@unbc.ca.

Supervisors and GTAs should meet at least once per semester to review this agreement, discuss issues that may arise, and provide opportunities for mentorship of the GTA.

Course Information

Course Name:

Course Number:

Location of Office Hours:

Class size/number of students:

Class time(s) and location(s):

Term:

Average number of hours per week:

Course Supervisor Information

Name:

Email:

Telephone:

Faculty:

Chair:

Dean:

Total contract hours:

Topics and Expected Duties	Approx. Hours	Comments
Preparation Prepare for conferences, discussions with students, syllabus, and performances		
Mandatory Training Level I GTA workshop or equivalent		
Laboratory Contact and Preparation Time Work with students in laboratory setting, complete necessary preparation and clean up		
Course/ Exam Attendance Attend the course supervisor's regular lectures and scheduled exams		
Office Hours Indicate the amount of office hours and offered support the GTA will be required to fill per course		
Out of Class Student Support Specify all areas of out of class workload and communications with students required		
Evaluation/Grading Indicate and discuss the expected evaluation guidelines as pertains to student exams and assignments		
Additional Duties Discuss all other expected duties of the GTA		
Total Hours (must equate total contract hours)		

We, the undersigned, agree with the above allocation of tasks. We understand that this document is a guide to ensure that the required duties can be performed within the allotted hours in accordance to Article 12 of the collective agreement.

Course Supervisor Name

Course Supervisor Signature

Date

Employee Name

Employee Signature

Date