

## Graduate Teaching Assistant Workload Agreement

The purpose of this form is to clarify the objectives and expectations of course instructors and graduate teaching assistants with respect to delivery of the class listed below and to ensure that the required duties can be performed within the assigned hours. 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. A copy of this form is to be retained by the instructor and the graduate teaching assistant, and a copy emailed to Human Resources: [GraduateTARecruit@unbc.ca](mailto:GraduateTARecruit@unbc.ca).

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

We, the undersigned, agree with the above allocation of tasks and accept the responsibilities of the instructor and graduate teaching assistant. We understand that this document is to be used as guidelines to ensure that the required information 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