

**Appendix B**  
**Duties Specification Agreement**

Graduate Teaching Assistant's Name:

Campus Address:

Course Title:

Course Number:

Course Term:  Fall  Winter  Summer

Course Supervisor:

The Duties Specification Agreement provides the Graduate Teaching Assistant (GTA) with the expectations of the Course Supervisor and the hiring department. This agreement specifies the types of duties to be performed by the GTA, and estimated number of hours attributable to each of those duties. Performance of these duties is required to honour the contract between the GTA and the employer. By signing below, the GTA confirms that she is available to perform these duties in full.

According to Article 17 of the GTA Collective Agreement, a full GTAship should average 10 hours of work per week and a half GTAship should average 5 hours of work per week for the period of employment, adjusted accordingly to encompass the entire term (see the academic calendar for appropriate dates). It must however be recognized, by both the GTA and the Course Supervisor, that the 10-hour-per-week limit is only a guideline.

Estimation of the time to fulfill the duties indicated below should give consideration to factors such as the number of students, the format and number of assignments, essays, reports, tests and/or exams, and the amount of marking required for assignments, essays, reports, tests and/or exams. Attach a course outline to this Duties Specification Agreement.

Hours per term:  140  70  Other (please specify): \_\_\_\_\_

**A. WEEKLY DUTIES (hours/week)**

Preparation

- \_\_\_\_\_ Reviewing course material and relevant related material
- \_\_\_\_\_ Set-up for class (e.g., preparing materials for a lab session, making copies of assignments, inputting information in e-learning platform)
- \_\_\_\_\_ Employer-required meetings (e.g., meetings with the course supervisor and department-wide GTA meetings)

Teaching Duties

- \_\_\_\_\_ In-class Instruction (e.g., instructing a course, supervising a lab, or leading a tutorial)
- \_\_\_\_\_ Office hours
- \_\_\_\_\_ Reading electronic communication from students and corresponding with students relevant to the assigned course (e.g., email and e-learning)

\_\_\_\_\_ TOTAL WEEKLY HOURS x \_\_\_\_\_ WEEKS = \_\_\_\_\_ HOURS/TERM

## B. Non-Weekly Duties

### University Required Training

([https://www.uwo.ca/humanresources/facultystaff/h\\_and\\_s/training/training\\_idx.htm#Q](https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm#Q))

\_\_\_\_\_ WHMIS training, Employer Health and Safety Orientation, Safe Campus Community, Accessibility at Western

### Other Training

\_\_\_\_\_ Required department-specific training (e.g., through the Teaching Support Centre)

\_\_\_\_\_ Other - Specify: \_\_\_\_\_

Teaching Duties *(For marking, consider the number of students, and the estimated time to grade each essay, report, assignment, exam, and/or quiz/test)*

\_\_\_\_\_ Marking Essays/Reports/Assignments

\_\_\_\_\_ Marking Exams

\_\_\_\_\_ Marking Quizzes/Tests

\_\_\_\_\_ Proctoring

\_\_\_\_\_ Conducting/Supervising Field Trips - Indicate the number of field trips and the hours per field trip: \_\_\_\_\_

\_\_\_\_\_ Other - Specify: \_\_\_\_\_

### Department Duties

\_\_\_\_\_ Proctoring for exam(s) other than the exam for the GTA's assigned course - Indicate the number of exams and the hours per exam: \_\_\_\_\_

\_\_\_\_\_ Marking for course(s) other than the GTA's assigned course - Indicate the number of tests, exams, assignments, or reports and the number of hours for each: \_\_\_\_\_

\_\_\_\_\_ Administrative Tasks

\_\_\_\_\_ Other - Specify: \_\_\_\_\_

TOTAL NON-WEEKLY DUTIES FOR THE TERM: \_\_\_\_\_

TOTAL HOURS PER TERM: \_\_\_\_\_

The Course Supervisor, Department Coordinator, and the GTA should be aware that a review of assigned duties and appropriate hours of work is required through Article 17.05(b) of the GTA Collective Agreement. A copy of this signed Agreement should be provided to the GTA and the Course Supervisor for their records.

Both the Course Supervisor and the GTA shall review Article 17.06 which requires any hours worked beyond those described above to be discussed at the Joint Labour Management Committee and approved in writing by the Director of Administration for the School of Graduate and Postdoctoral Studies **prior to undertaking any additional hours of work.**

\_\_\_\_\_  
Course Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
TA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Chair

\_\_\_\_\_  
Date