Appendix B

Duties Specification Agreement
Department of Philosophy

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:  X 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 (meeting with course supervisor)

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)

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

Other Training

2 Required department-specific training (mandatory)

_____ 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

N/A Proctoring

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

_____ Other - Specify: __________________________

Department Duties

1 Employer-required meetings (department-wide GTA meetings) (mandatory)

11 Proctoring for exam(s) other than the exam for the GTA’s assigned course - Indicate the
number of exams and the hours per exam: _______TBD__________ (mandatory)

N/A 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