APPENDIX 'E'

Sample Checklist of Assigned Duties and Approved Work Schedule

The work schedule must be defined in writing at the beginning of the term, and reviewed and adjusted, if necessary, at the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.	
DEPARTMENT/SCHOOL:	DATE:
POSITION:	COURSE/PROJECT:
APPOINTMENT, From: To:	TOTAL HOURS:

WORK SCHEDULE

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)		**HOURS** (1) **(per week or per term) INITIAL**	**MID-TERM** (2), (3), (4)	**DAYS/ DATES** (5)
Establishing Grading Criteria				
Grade Papers/Lab/Studio Assignments				
Lead Seminars/Tutorials, Laboratory/Studio Sessions				
Prepare Teaching Materials for Seminars/Tutorials, Laboratory/Studio Sessions				
Teach Courses in the Absence of a Lecturer				
Prepare for Teaching Courses				
Student Consultation, Deal with Grade Complaints				
Prepare for Student Consultations				
Assist to Design Laboratory/Studio Activities				
Prepare Laboratory/Studio Materials				
Attend Supervising Faculty Member's Lectures				
Attend Orientation/Information/Training Sessions				
Assist in Developing Course Outline				
Supervise mid-Term(s) and/or Final Exam				
Mark Mid-Term(s) and/or Final Exam				
Prepare Tests and other Assessment Instruments				
Keep Records				
Lead Field Trips				
OTHER:				
OTHER: (6):				

EMPLOYEE & SUPERVISOR _____ (Employee Name & Signature) _____ (Supervisor Name and Signature) Date

CHAIR/DIRECTOR/DESIGNATE _____ (Name) _____ (Signature)

Mid-Term Review _____ (Employee's Signature) _____ (Supervisor's Signature) _____ (Date)

1. Article 14.01 of the TA Appendix dictates the weekly limit for hours of work. The supervisor enters the expected values in the Initial Hours and Days/Dates columns at the onset of employment. The actual hours as of the mid-term are entered at the mid-term review.
2. This LOU does appear in the CA after 2003.
3. If any problem arises that cannot be resolved by the supervisor and employee, it should be referred to the Chair and Union.
4. A performance review may be completed in accordance with Article 22.02 (Performance Review). A copy will be provided to the employee.
5. List the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use SS.
6. Attach additional sheet(s) if required.

COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE