**SCHEDULE E – ALLOCATION OF HOURS FORM**

**Pursuant to Article 12.02(a), this form documents the allocation of hours anticipated to be assigned to the Teaching Assistant (“TA”) for the duties itemized below. Both the instructor and TA should keep a copy of the completed form for their own records.**

**The purpose of this form is to help both the TA and instructor allot adequate time for the duties of the TA. It is a tool to help plan the term and should facilitate discussion between the TA and instructor. It will also delineate reasonable expectations for the course. This form recognizes that courses can evolve over the length of a term and supports ongoing discussion between the instructor and the TA as to the ongoing allocation of hours.**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vantage College (Yes/No): \_\_\_\_\_\_**

**Name of TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Instructor and/or Supervisor in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term and year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assigned Duty** | **Hours Allocated** | **Assigned Duty** | **Hours Allocated** |
| **Union Orientation[[1]](#endnote-1)** |  | **Laboratories** |  |
| **Job Training** |  | **Marking Assignments/Labs** |  |
| **Class Preparation** |  | **Online resources**  **Facilitation/Management** |  |
| **Attendance at Lectures** |  | **Invigilating Exams** |  |
| **Office Hours/Student Meetings** |  | **Marking Exams** |  |
| **Other Student Contact[[2]](#endnote-2)** |  | **Field Trips** |  |
| **TA/Teaching Team Meetings** |  | **Vacation Time[[3]](#endnote-3)** |  |
| **Safety Training** |  | **Other Duties**  **(Specify on reverse)** |  |

**Other Duties:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**i As per Article 3.02**

**ii May include electronic correspondence with students or other student contact duties outside of office hours.**

**iii As per Article 16.02**

1. As per Article 3.02 [↑](#endnote-ref-1)
2. May include electronic correspondence with students or other student contact duties outside of office hours. [↑](#endnote-ref-2)
3. As per Article 16.02 [↑](#endnote-ref-3)