

# Duties Specification Letter

Graduate Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Graduate Teaching Assistantship Course: \_\_\_\_\_

This letter specifies the list of duties to be performed by the GTA, and estimated number of hours attributable to each of those duties; performance of these duties are required in order to honour the contract between GTA and employer.

According to Article 16 of the GTA Collective Agreement a full GTA cannot be required to work more than 140 hours per term and a half GTA not more than 70 hours per term. The course supervisor should aim to have full GTAs work on average 10 hours per week (5 hours per week for half GTAs). It must however be recognized, by both the GTA and the course supervisor, that the 10 hour per week limit is only a guideline and not a set weekly maximum.

Duties to be fulfilled:	# of Hours required:
Instruction, lecturing or supervision in classes, tutorials or laboratories	
Preparation of materials or set-up of required displays or apparatus for classes, tutorials or laboratories	
Presence at designated lectures	
Holding of office hours and meeting with students	
Grading of essays, assignments, laboratory reports, tutorials and term tests	
Proctoring of exams	
Conducting of field trips	
Employer required training, (including health and safety; Teaching Support Centre)	
Employer required meetings	
Reading and corresponding electronically with students relevant to the assigned course	
Other teaching related duties	
<b>Total hours per term:</b>	

The GTA should be aware that a review of assigned duties and appropriate hours of work is available through Article 16.05(b) of the GTA Collective Agreement.

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

\_\_\_\_\_  
GTA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Copy for Faculty

Copy for TA

Original to Program Office