

Appendix C

Duties Specification Agreement Review Form

Graduate Teaching Assistant's Name:

Campus Address:

Course Title:

Course Number:

Course Term:

Fall

Winter

Summer

Course Supervisor:

Date of meeting between GTA and Course Supervisor: _____

Issue Arising:

Proposed Recommendation:

Submitted by:

GTA or Course Supervisor

Date

In accordance with Article 17.05(b), the Course Supervisor shall convene a meeting with the employee at or around the mid-point of her appointment, for the purpose of conducting a review of the employee's Duties Specification Agreement. A copy of this signed Agreement should be provided to the GTA and the Course Supervisor for their records. An electronic copy will be sent to the Local Union per Article 8.06.