

## SCHEDULE E – ALLOCATION OF HOURS FORM

Pursuant to Article B 2.02, 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 set out reasonable expectations for the position. 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: \_\_\_\_\_

**\*Does this assignment require a Workload Compression Agreement, as per Article B 4.01?  
If yes, ensure that Schedule B4 is also completed.\***

**The Allocation of Hours form shall, to the extent foreseeable, set out the percentage of time, or expected hours, to be attributed to the following classes of Teaching Assistant activities:**

1. Teaching (lab, lecture, tutorials, field trips)
2. Assisting Instructor (lab, lecture, tutorial, including attending lectures)
3. Instructional Team Meetings, Class Prep and Training
4. Grading, Critique, Evaluation (exams, assignments, performances)
5. Course Admin Duties (managing online resources, entering, collating grades)
6. Student Meetings (office hours/ e-mail / discussion boards)
7. Curriculum Development (Senior TA roles)
8. Other substantive duties
9. Final exam invigilation
10. Union Orientation
11. Vacation Time
12. Attending Field School (Including preparation and travel)

<b>Assigned Duty</b>	<b>Hours Allocated</b>	<b>Assigned Duty</b>	<b>Hours Allocated</b>
<b>Union Orientation<sup>1</sup></b>		<b>Safety Training</b>	
<b><u>Teaching (lab, lecture, tutorials, field trips)</u></b>		<b><u>Assisting Instructors (including attending lectures)</u></b>	
<b>Instructional Team Meetings, Class Prep and Training</b>		<b>Grading, Critique, Evaluation</b>	
<b>Course Admin Duties</b>		<b>Student Meetings</b>	
<b>Curriculum Development (Senior TA only)</b>		<b>Other Substantive Duties</b>	
<b>Final Exam Invigilation</b>		<b>Vacation Time (4.17%)<sup>2</sup></b>	
<b>Attending Field School (Including Prep and Travel)</b>			

<sup>1</sup>**Mandatory** as per Article **B 8.02**

<sup>2</sup>**Mandatory** as per Article **B 5.01**