**Allocation of Hours Form**

The CUPE 2278 Collective Agreement requires instructors to provide TAs with a written document outlining how the hours in their employment contract will be allocated to assigned job duties throughout the term. Completing this form is one of many acceptable ways for instructors to fulfill this requirement. Both the instructor and TA should keep a copy of the completed form for their own records, but it does not need to be submitted elsewhere.

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 is not meant to be ‘set in stone’ once it has been filled out, rather, it is to help the instructor and TA prioritize the TA’s duties so that he/she does not exceed the hours designated for the TAship.

Name of TA:

Name of Instructor:

Course:

Term and year:

Totals hours of TAship:

|  |  |  |  |
| --- | --- | --- | --- |
| Expected Duty | Hours Allotted |  Expected Duty | Hours Allotted |
| Class preparation |  |  Emailing students |  |
| Office hours |  |  Field Trips |  |
| Attendance at lectures |  |  Meeting with students |  |
| Laboratories |  |  Safety Instruction |  |
| Marking assignments |  |  Vacation time\* |  |
| Marking exams |  |  Other |  |
| Invigilating exams |  | Other |  |

**Total Hours Allocated:**

\* Vaction time = (Hours in the contract/192)\*8. e.g. (96/192)\*8=4 hours