

The intent of this form is to initiate a dialogue between the course instructor and TA and to set out clear expectations for the term. For specific instructions and procedures, see page 2 of form.

**TA:** first name: \_\_\_\_\_ last name: \_\_\_\_\_ email: \_\_\_\_\_

**Instructor:** first name: \_\_\_\_\_ last name: \_\_\_\_\_ email: \_\_\_\_\_

**Course information:** term: \_\_\_\_\_ course: \_\_\_\_\_ section: \_\_\_\_\_ # students registered: \_\_\_\_\_ #TAs: \_\_\_\_\_

Note: a standard term Teaching Assistantship = maximum 16 weeks; maximum 10 hours per week x 16 = maximum 160 hours total.

\*include average weekly hours spent on task

\*\* include average total hours spent on task during entire term

TA Responsibilities/Duties	Hours/ week*	Hours/ term**	Details/Comments
<b>Preparation</b> (i.e. reading course material, preparation for tutorials, laboratory set-up)			
<b>Lectures</b> (required attendance?) Yes/No			Include date/time/location of lectures
<b>Office hours</b> (required?) Yes/No			
<b>Meeting hours</b> (required?) Yes/No			
<b>Communication</b> <ul style="list-style-type: none"> <li>○ meet with instructor? Yes/No</li> <li>○ significant email correspondence with students/instructor? Yes/No</li> </ul>			
<b>Tutorials</b> (required?) Yes/No # of tutorials: _____ duration (hrs): _____			
<b>Laboratory</b> (required?) Yes/No # of labs: _____ duration (hrs): _____			
<b>Grading</b> <ul style="list-style-type: none"> <li>○ Assignments: total # per term: _____ time to grade (turnaround): _____</li> <li>○ Projects/papers: total # per term: _____ time to grade (turnaround): _____</li> <li>○ Quizzes/tests: total # per term: _____ time to grade (turnaround): _____</li> <li>○ Midterm exam(s): total # per term: _____ time to grade (turnaround): _____</li> <li>○ Final exam: time to grade (turnaround): _____</li> </ul> Mark recording and maintenance time: _____			Include due dates of grading expectations
<b>Proctoring exams</b> (required?) Yes/No	<b>N/A</b>		
<b>Other duties</b> (specify):			
<b>Other duties</b> (specify):			
<b>Other duties</b> (specify):			
<b>Total:</b>	<b>N/A</b>		

TA to start assigned duties by (date): \_\_\_\_\_ TA to complete assigned duties by (date): \_\_\_\_\_

Instructor and TA to sign form to confirm agreement of expectations:

\_\_\_\_\_  
Instructor signature

\_\_\_\_\_  
TA signature

\_\_\_\_\_  
Date

Copy to: Course Instructor  Teaching Assistant  Graduate Coordinator  Course Coordinator (if applicable)

**Purpose:**

The intended purpose of the TA time allocation form is to encourage a dialogue between the course instructor and TA and to set out clear expectations for the term.

**Instructions:**

1. The TA, in collaboration with the course instructor, should (ideally) complete this form within two weeks of TA assignment allocation; no later than the first two weeks of the start of classes.
2. Only **relevant** duties of the teaching assistantship are required to be filled out; remaining fields may be crossed out or commented as “N/A”. Customization may be done in “Other duties” at the bottom of the form.
3. Copies of form should be distributed as follows:
  - a. TA
  - b. Course instructor
  - c. Departmental graduate co-ordinator (retain form for 5 years after the end of the individual’s employment and then securely destroy as per the HR 26: Employment Files (Research/Teaching Assistantships, Postdoctoral Fellows)
  - d. Course co-ordinator (if applicable)
4. It is understood that the times indicated are **averages** and **estimates**, and the TA is expected to allocate time appropriately during heavy periods (such occasions shall also be indicated whenever possible).
5. Grading turnaround times shall be discussed between the TA and course instructor at the beginning of term and outlined in the form. Normally, regular assignments should be marked and returned to the course instructor within one week, and normally two weeks for larger projects or essays. TAs shall agree to return marked assignments within reasonable and agreed-upon times. Final examinations may be subject to separate time limits, and should be discussed as soon as possible or when the final examination schedule becomes available.
6. TAs shall inform the instructor as soon as possible if they expect to be away for substantial time periods on academic or university business and unable to perform duties during that time. The course instructor shall take steps to accommodate such absences when assigning duties (if available). If unexpected absences arise, the course instructor and the TA shall work together to make alternative arrangements (for example, swapping duties/time slots with other TAs).
7. If the time allocations and duties cannot be agreed upon between the TA and course instructor, the department Graduate Officer or Associate Dean (Graduate Studies) shall mediate. Refer to “Resolution of Disputes Between TAs and Instructors and RAs and Supervisors” memorandum (2008) for information on dispute resolution between course instructors and TAs:  
[http://uwaterloo.ca/secretariat/sites/ca.secretariat/files/uploads/files/dispute\\_resolution\\_ta\\_r\\_a.pdf](http://uwaterloo.ca/secretariat/sites/ca.secretariat/files/uploads/files/dispute_resolution_ta_r_a.pdf)
8. If you have any questions about this form or processes, please contact Lynn Judge (ljudge@uwaterloo.ca), Director, Graduate Academic Services, Graduate Studies Office.