

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 3 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 the entire term

TA Responsibilities/Duties	Hours/ week*	Hours/ term**	Details/Comments
Preparation (i.e. reading course material, preparation for tutorials, laboratory set-up)			
Lectures (required attendance?) Yes/No			Include date/time/location
Office hours (required?) Yes/No			
Meeting hours (required?) Yes/No			
Communication - meet with instructor? Yes/No - significant email correspondence with students/instructor? Yes/No			
Tutorials (required?) Yes/No # of tutorials: _____ duration (hrs): _____			
Laboratory (required?) Yes/No # of labs: _____ duration (hrs): _____			
Grading - Assignments: total # per term: _____ time to grade (turnaround): _____ - Projects/papers: total # per term: _____ time to grade (turnaround): _____ - Quizzes/tests: total # per term: _____ time to grade (turnaround): _____ - Midterm exam(s): total # per term: _____ time to grade (turnaround): _____ - Final exam: time to grade (turnaround): _____ Mark recording and maintenance time: _____ See chart below for further details			
Proctoring exams (required?) Yes/No	N/A		
Other duties (specify):			
Other duties (specify):			
Total:	N/A		

Teaching Assistant (TA) time allocation form

Please use this chart to provide further details for the grading portion of the TA's responsibilities/duties.

Grading Item	Assignment /Exam due date	TA marking deadline	App. time commitment	Details/Comments/Instructor Responsibilities
E.g., Draft essay	March 10, 2025	March 15, 2025	8 hours OR 2 half days OR 5% of total TA duties	-Rubric will be provided -Please input grades on LEARN

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, the weekly workloads will likely be unevenly distributed, and the TA is expected to allocate time appropriately during heavy periods (such occasions shall also be indicated whenever possible). The hours at end of term are not to exceed 160hrs for a full TA or 80hrs for a half TA.
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 (preferably at the beginning of the term) 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 Policy 30 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
8. If you have any questions about this form or processes, please contact the School of Planning Graduate Program Administrator (env-plan@uwaterloo.ca).

General Guidelines

These six general guidelines apply:

1. TAs have a right to know what is expected of them, when major tasks are going to arise, and how much time they will be required to allocate to TA duties.
2. Instructors rely on TAs as core members of the teaching team. The successful delivery of courses relies on dependable, committed and enthusiastic TAs.
3. While a TA-ship is a funded position, it is also considered a valuable component of graduate student education and training. It provides students with experience in leadership, pedagogy, professional judgement, and interpersonal skills.
4. Failure to complete assigned TA duties may result in removal from the course and discontinuation of funding.
5. The TA – instructor relationship should be approached in the spirit of collegiality, professionalism, and mutual respect.
6. As per the Integrity Policy, the following is expected from all members of the University community: honesty, trust, fairness, respect, and responsibility.

Preparation

- If you do not have sufficient background knowledge in the course subject matter, you may be asked to attend lectures and/or complete course readings. Unless otherwise agreed upon, background preparation would not count toward your TA hours.
- Preparing for and/or assisting with teaching activities (e.g., leading tutorials or attending class to help with teaching exercises) should normally count as part of assigned TA hours.

Questions / concerns

- Any questions or concerns should first be brought to the attention of the course instructor. If a successful resolution is not reached, or if the matter is sensitive/confidential, TAs should contact the Associate Director, Graduate Studies.
- Sexual harassment, discrimination and abuse of supervisory authority are covered by Policy 33 - Ethical Behaviour; also see Workplace Harassment Reporting Procedures
- Academic integrity issues (e.g., plagiarism, cheating) should be brought to the attention of the instructor