

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: The FOE supports, on average, 10 hours per week to a maximum total of 130 hours over the course of the term for a Full TA.

\*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			
<b>Office hours</b> (required?) Yes No			
<b>Meeting hours</b> (required?) Yes No			
<b>Communication</b> o meet with instructor? Yes No o significant email correspondence with students/instructor? Yes No			
<b>Tutorials</b> (required?) Yes No # of tutorials: _____ duration (hrs): _____			
<b>Laboratory</b> (required?) Yes/No # of labs: _____ duration (hrs): _____			
<b>Grading</b> o Assignments: total # per term: _____ time to grade (turnaround): _____ o Projects/papers: total # per term: _____ time to grade (turnaround): _____ o Quizzes/tests: total # per term: _____ time to grade (turnaround): _____ o Midterm exam(s): total # per term: _____ time to grade (turnaround): _____ o Final exam: time to grade (turnaround): _____ Mark recording and maintenance time: _____			
<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).