



Graduate Teaching Assistant's (GTA) Duties' Specification Agreement

GTA Name: _____ Program: _____

Course Title: _____ Course Number: _____

Course Supervisor: _____

Course Term: Fall 2015 Winter 2016 Both 2015-2016

Hours per Term: Full 140hrs/term Half 70hrs/term

Attention Course Supervisor: Wherever possible, please discuss the duties with the GTA then complete and sign this form. Give it or send it to the GTA who will sign the form and forward it to Colleen Keech at crosskee@uwo.ca by email or place it in Colleen's mailbox in SSC 7420 *as soon as possible* or not later than Tuesday, September 22, 2015.

The Duties Specification Agreement provides the Graduate Teaching Assistant (GTA) with the expectations of the Course Supervisor and the hiring department. This agreement specifies the types of duties to be performed by the GTA, and estimated number of hours attributable to each of those duties. Performance of these duties is required to honour the contract between the GTA and the employer. By signing below, the GTA confirms that they are available to perform these duties in full.

According to Article 17 of the GTA Collective Agreement, a full GTAship should average 10 hours of work per week (140 hrs per term) and a half GTAship should average 5 hours of work per week (70 hrs per term) for the period of employment, adjusted accordingly to encompass the entire term (see the academic calendar for appropriate dates). It must however be recognized, by both the GTA and the Course Supervisor, that the 10-hour-per-week limit is only a guideline.

Estimation of the time to fulfill the duties indicated below should give consideration to factors such as the number of students, the format and number of assignments, essays, reports, tests and/or exams, and the amount of marking required for assignments, essays, reports, tests and/or exams. Please attach a course outline to this Duties Specification Agreement.

A. Weekly Duties (should average 10 hrs for Full TA, or 5 hrs for Half TA)

Preparation

- _____ Reviewing course material and relevant related material
- _____ Set-up for class (e.g., preparing materials for a lab session, making copies of assignments, inputting information in e-learning platform)
- _____ Employer-required meetings (e.g., meetings with the course supervisor and department-wide GTA meetings)

Teaching Duties

- _____ In-class Instruction (e.g., instructing a course, supervising a lab, or leading a tutorial)
- _____ Office hours
- _____ Reading electronic communication from students and corresponding with students relevant to the assigned course (e.g., email and e-learning)

_____ TOTAL WEEKLY HOURS x 14 WEEKS = _____ HOURS/TERM

(hours per week based on 13 weeks of class plus one week for the exam = 14 weeks per term)

B. Non-Weekly Duties

University Required Training

(https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm#Q)

_____ WHMIS training, Employer Health and Safety Orientation, Safe Campus Community, Accessibility at Western

Other Training

_____ Required department-specific training (e.g., through the Teaching Support Centre)

_____ Other - Specify: _____

Teaching Duties (*For marking, consider the number of students, and the estimated time to grade each essay, report, assignment, exam, and/or quiz/test*)

_____ Marking Essays/Reports/Assignments

_____ Marking Exams

_____ Marking Quizzes/Tests

_____ Proctoring

_____ Conducting/Supervising Field Trips - Indicate the number of field trips and the hours per field trip:

_____ Other - Specify: _____

Department Duties

_____ Proctoring for exam(s) other than the exam for the GTA's assigned course is a minimum of 7 hours per term for Full TA and 3.5 hours for Half TA. **Please commit your TA to more than the minimum number of proctoring hours if possible.** GTAs who are not pre-assigned proctoring assignments must sign up for proctoring duties early in the term. An online system will be available by the second week of class. Please note that these exams may be occurring on Saturdays or Sundays. *The department especially needs proctors for Psych 1000 exams. Some TAs will be pre-assigned these proctoring duties.* Students may also be asked to administer teacher evaluations for the course to which they are assigned and/or invited to serve as second readers for honour's theses.

_____ Marking for course(s) other than the GTA's assigned course - Indicate the number of tests, exams, assignments, or reports and the number of hours for each: _____

_____ Administrative Tasks

_____ Other - Specify: _____

TOTAL NON-WEEKLY DUTIES FOR THE TERM: _____

TOTAL HOURS PER TERM (weekly plus non-weekly): _____

The Course Supervisor, Department Coordinator, and the GTA should be aware that a review of assigned duties and appropriate hours of work is required through Article 17.05(b) of the GTA Collective Agreement. A copy of this signed Agreement should be provided to the GTA and the Course Supervisor for their records.

Both the Course Supervisor and the GTA shall review Article 17.06 which requires any hours worked beyond those described above to be discussed at the Joint Labour Management Committee and approved in writing by the Director of Administration for the School of Graduate and Postdoctoral Studies **prior to undertaking any additional hours of work.**

Course Supervisor

Date

Graduate Teaching Assistant

Date

Hello GTAs,

As part of your GTA contract, you may be required to proctor *additional* exams from whatever exams you may be expected to proctor within the course you are assigned to TA. Please read and retain the following instructions and guidelines about your proctoring requirements:

1) Accessing and using the Proctor Request System at <http://psyclone2.ssc.uwo.ca/prs/index.html>.

If you were a TA last year and already have a password set, you can continue to log in as you did last year. If you have forgotten your password, I can email it to you or reset your account for you. If you were not a TA last year, you will be able to log in as a new user to set up an email and password for your PRS account. Instructions on how to log in and navigate the PRS are available on the main page (url above). Please be sure to also familiarize yourself with the information on the Guidelines page and Questions page (links to these are also on the left side of the main page – url above).

2) Which exams to sign up for:

Do NOT sign up for exams in the course to which you are assigned – you are expected to be at the exams for your TA'd course, but these hours do not count to your additional proctoring requirement. Only exams OUTSIDE your assigned course may be counted to your additional hours. (i.e., Psych1000 TAs are expected to show up to proctor all Psych1000 exams as part of their TA assignment, so they CANNOT sign up for these Psych1000 exams on the online system for additional credit. Psych1000 TAs may sign up for any other exam on the system for credit, e.g., Psych2035).

Check the system regularly and sign up early – there are no allowances for students that wait too far into the term and then can't find enough exams to fit their schedule and hours requirement.

3) Canceling proctoring appointments:

You may only cancel out of a proctoring appointment ***on the online PRS up to one week before the exam date***. If something happens after that point you will need to notify me ASAP, and once instructions are provided ***you will be responsible for finding a replacement for yourself***.

4) How many hours/credits to sign up for:

Please note that on the PRS, *number of credits = number of hours*. To figure out how many hours/credits you need to proctor, you will need to refer to your GTA Duties Specification Letter/Contract, under the section "Department Duties". The typical number of hours required (there are exceptions so please check your contract) is ***7 hours per term for a 140hr TA, and 3.5 hours per term for a 70hr TA***. These hours must be done *each term*--i.e., if you are a TA for the full year, you cannot choose to do for example 14 hours in one term and 0 hours in the other term. It should be 7 and 7, or very close to that (e.g, 6 and 8).

5) Keeping track of your hours:

The Participation Record page on your PRS account will show you a tally of the exams you have proctored. ***Your final numbers will be reported to the department***, so it is up to you to make sure that your number of credits/hours add to what you have been contracted for.

6) Proctoring duties:

Before you arrive to your exam appointments, please review the attached 'Proctoring Guidelines' pdf so that you know what your responsibilities will be as a proctor.

Thank you,

Colleen Keech