Graduate Program in Psychology

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

GTA Name: _______________________________ Program: __________________________
Course Title: _______________________________ Course Number: ________________
Course Supervisor: __________________________
Course Term:  □ Fall 2017   □ Winter 2018  □ Both 2017-2018
Hours per Term:  □ 140hrs/term   □ 70hrs/term   □ other (please specify):___________

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 the second week of term.

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.

Hours per term:  □140 hrs/term (10 hrs/week) □ 70 hrs/term (5 hrs/week) □ Other (please specify):___________

A. Weekly Duties (average hours/week)

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 _____ 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 [http://www.uwo.ca/hr/learning/required/index.html]

- 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 140 hour TA and 3.5 hours for 70 hour TA. Please commit your TA to more than the minimum number of proctoring hours if possible. GTAs 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. 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 __________________________

Graduate Chair __________________________ Date __________________________