

Description of Duties and Allocation of Hours Form Tip Sheet

This document is a supplemental guide to Appendix A of the CUPE 3902 Unit 1 collective agreement:

APPENDIX A: Job Description Guidelines

GUIDELINES FOR PREPARING DESCRIPTION OF DUTIES & ALLOCATION OF HOURS FORM FOR TEACHING ASSISTANTS COVERED BY THE CUPE, Local 3902 Unit 1 COLLECTIVE AGREEMENT

Purpose

The purpose of these guidelines is to assist supervisors of employees in preparing the written description of each employee's position as required by Articles of the Collective Agreement between the University of Toronto and the Canadian Union of Public Employees, Local 3902, Unit 1.

In formulating job descriptions, supervisors are encouraged to discuss the details of the job description with the employee involved.

Job descriptions are not required for Course Instructors.

Description of Duties and Allocation of Hours Form

The Description of Duties and Allocation of Hours form attached has been prepared to ensure a uniform approach to the description of employee positions. Since the University community is a diverse and varied one, the final content of any job description cannot be specified in advance. However, a careful review of the following guidelines will provide each supervisor with the information necessary to complete each job description in accordance with the specific requirements of the position and in compliance with the terms of the Collective Agreement.

How to Complete the Form

Completion of the section on Duties involves describing the duties to be performed by the employee and providing a statement of the hours required for the completion of these duties. Using the sample list of duties described on the reverse side of the Form, duties are to be described by functional category, followed by a statement of the individual duties involved under that category. The functional categories to be used are: training, preparation, contact, marking/grading, and other duties. Only those duties which will form part of the employee's assignment should be listed on the form, in as much detail as necessary to adequately describe the duty.

Training: Mandatory employee participation in Departmental training programs should be reflected in this section. Note that all TAs on first appointments must be provided with training.

Preparation: Types of preparation are included on the reverse side of the form, and all preparation duties to be required of the employee by the employer should be included. Special attention should be paid to this section for those employees who are responsible for the independent teaching, under supervision, of a course or section.

Contact: Every scheduled hour of class time is to be treated as sixty (60) minutes in describing hours of work. Care should be taken, where contact does not extend over the standard period of 28 weeks per session (14 weeks per term), to indicate the expected period of contact. The level of supervision of the employee should be indicated.

Marking/grading: The nature and estimated number of assignments to be graded should be indicated, together with guidance as to the appropriate amount of time which should be devoted to marking each class assignment. The estimated enrolment should be entered and used in determining marking hours. If the marking workload will be unevenly distributed during the term, this should be stated. Should the number of assignments to be marked exceed the original estimate, supervisors must take appropriate measures to ensure the total time allocation for marking/grading is not exceeded (e.g., by increasing the hours allocated, by reducing the number of assignments to be graded, or by other measures). Similarly, supervisors should verify as early as possible that the time allocated per assignment has been appropriately estimated.

Other duties: These should be described in the same manner as the major categories discussed above. Also, this section should reflect attendance at mid-course review meetings which are called by employing Departments for review of assigned hours and duties (Article 16:10). "Other duties" must be consistent with Article 16:08 of the Collective Agreement.

The "total hours" for the assignment is the sum of the hours per session given for training, preparation, contact, marking/grading, and other duties. This total will be used to prepare the employee's pay form.

Revision of Job Description

Should it become necessary to revise the description of duties and/or the allocation of hours, refer to Articles 16:09 and 16:10 of CUPE, Local 3902 Unit 1 Collective Agreement. Note that these articles require that the revision be discussed with the employee. A revised "Description of Duties and Allocation of Hours" form should be prepared and provided to the employee, and for the Department's records.

This Appendix should be referenced by all instructors who are responsible for preparing job descriptions for teaching assistants in this bargaining unit.

The following page provides an example regarding each section of the form, information regarding the purpose of the document, as well as tips for making the process more straightforward.

Any questions re: completing this form should be directed to Meredith Sandles at 416-978-8086 or Cherilyn Nobleza at 416-946-3581.

Description of Duties and Allocation of Hours Form

Department : <i>Department of Scandinavian Studies</i>		
Course Number and Title: <i>SCA100Y</i>		
Supervising Professor: <i>D. Klassen</i>		
Duties	Hours per task	
	Initial	Revised
Training: <i>TATP Session</i> <i>Laboratory Session</i>	<i>2</i> <i>1</i>	
Preparation: <i>Review assigned readings (per syllabus) approx 2 hrs/week</i>	<i>28</i>	
Contact: <i>Office Hours 1 hour per week</i> Email communication with students and supervisor	<i>14</i> <i>5</i>	
Marking/Grading Estimated Enrolment per TA: 40 students		
1st Assignment: 40 papers x 20 mins each	<i>13.5</i>	
<i>Mid-term exam: 40 papers (short answer only) x 15 mins each</i>	<i>10</i>	
<i>Final paper: 40 papers x 35 mins each</i>	<i>23.5</i>	
Other Duties: Entering grades	<i>3</i>	
Attending lectures when papers returned to students	<i>4</i>	
Invigilation of mid-term exam (2hrs) and final exam (3.5 hrs)	<i>5.5</i>	
TOTAL HOURS	<i>109.5</i>	
<p>_____ Name Prepared by (<i>Supervisor</i>)</p> <p>_____ Name Approved by (<i>Chair/ Designated Authority</i>)</p> <p>_____ Name Accepted by (<i>Teaching Assistant</i>)</p>	<p>_____ Signature</p> <p>_____ Signature</p> <p>_____ Signature</p>	<p>Date: <i>Sept. 2, 2008</i></p> <p>Date: <i>Sept. 2, 2008</i></p> <p>Date: <i>Sept. 2, 2008</i></p>
MID COURSE REVIEW CHANGES (if no changes, record date of meeting and note no changes)		
Date of Meeting <i>January 31, 2009</i>	_____ Signature	
_____ Signature	Prepared by (<i>Supervisor</i>)	
Approved by (<i>Chair/Designated Authority Signature</i>)	_____ Signature	(Teaching Assistant Signature)

Comment [S1]: 3 hours of paid training are required in the first appointment in the bargaining unit. This time must be reflected on the DDAH. Training can be delivered through a number of means. Please consult Labour Relations for more information.

Comment [S2]: The purpose of the DDAH is to both describe duties and allocate the hours. Instructors should provide as much detail as reasonably possible regarding expected time to spend on a task and break it into clear chunks where possible.

Comment [S3]: If the TA is expected to correspond with students/supervisor via e-mail, this must be paid work and must be indicated on the DDAH. Where the supervisor does not expect this, it should be made clear at the outset.

Comment [S4]: As at the time the DDAH is initially drafted.

Comment [S5]: The expectations for each assignment should be explained separately.

Comment [S6]: Number of assignments x amount of time expected for each assignment – this information will clearly set expectations for the TA re: the amount of work that is expected and will prevent overwork issues later in the term.

Comment [S7]: Don't forget about data entry

Comment [S8]: If the instructor requires attendance at lectures, the TA must be paid for this time.

Comment [S9]: This work should be allocated to TAs where the instructor requires assistance. This is not an optional part of the job for a TA where the department determines this is part of the appointment.

Comment [S10]: The meeting must be documented even if there are no changes.

THE FOLLOWING DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE JOB DESCRIPTION:

1. Training

- Attending TA training sessions
- Attending Health and Safety training sessions
- Meetings with supervisor

- Demonstrating equipment outside class
- Demonstrating problem solving
- Tutoring individuals (not in centre)
- Leading field trips
- Office hours
- Consulting with students outside office hours
- Consulting with students electronically – PLEASE specify media and purpose of contact (e.g., e-mail, newsgroups, web sites, listserves, etc.)

2. Preparation

- Preparing course outline
- Selecting relevant texts
- Preparing discussion outlines
- Preparing handouts
- Preparing reading lists
- Preparing bibliographies
- Designing and preparing tests/examinations
- Preparing assignments/problem sets
- Reading texts/manuals/source materials
- Preparing tutorial/lecture notes
- Preparing/setting up audiovisual materials and equipment
- Developing/maintaining course web site
- Attending supervisor's lectures/seminars
- Attending supervisor's labs/tutorials
- Announcing special seminars/workshops
- Consulting/meeting with course supervisor
- Preparing/setting up laboratory materials

3.2 Marking/Grading

- Language tapes
- Problem sets
- Computer programs
- Data sheets
- Laboratory reports
- Checking lab books
- Book reviews
- Oral presentations
- Demonstrations
- Projects
- Essays (indicate page length)
- Quizzes
- Mid-terms
- End-of-term tests
- Examinations
- Calculating/recording/tabulating grades

3. Core Duties

3.1 Contact Time

- Conducting lectures
- Conducting tutorials/seminars/practicals
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating in language laboratory

4. Other Duties

- Exam/test invigilation
- Meetings with other TAs
- Clerical (e.g., photocopying handouts/ readings)
- Technical support
- Coordinating other TAs, Resource Centres, etc.

NOTES:

1. This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.
2. The list is not a substitute for clearly itemizing duties on the front of the form. Select ALL appropriate duties that you are assigning to the employee and that will be required of the employee and transfer to the appropriate section of the form, assigning a sufficient time allowance to each and specifying the total hours of the appointment to be devoted to this activity. Also include any duties you are assigning which are not on the list on this side of the form.
3. When allocating time for marking, indicate the number of individual items to be marked and the time allotted for each item. If the number of students is not known, estimate as accurately as possible and revise as necessary during the mid-course review. For contact hours indicate the number of hours per week and the number of weeks.