

Teaching Assistant Agreement



Name of Teaching Assistant:	_____
Department:	_____
Number and title of course:	_____
Supervising instructor:	_____

Teaching Activity	Checklist	Approx. Hours (term)	Notes
Contact with Students			
Leading labs and tutorials	<input type="checkbox"/>	_____	
Lecturing	<input type="checkbox"/>	_____	
Classroom instruction	<input type="checkbox"/>	_____	
Office hours	<input type="checkbox"/>	_____	
Answering email/telephone inquiries	<input type="checkbox"/>	_____	
Monitoring class websites or listservs	<input type="checkbox"/>	_____	
Other:	<input type="checkbox"/>	_____	
Contact with Supervisor			
Meetings	<input type="checkbox"/>	_____	
Email	<input type="checkbox"/>	_____	
Other:	<input type="checkbox"/>	_____	
Marking and Grading			
Term tests	<input type="checkbox"/>	_____	
Mid-term exams	<input type="checkbox"/>	_____	
Written assignments	<input type="checkbox"/>	_____	
Lab assignments	<input type="checkbox"/>	_____	
Quizzes	<input type="checkbox"/>	_____	
Final exams	<input type="checkbox"/>	_____	
Other:	<input type="checkbox"/>	_____	
Other Duties			
Preparation time	<input type="checkbox"/>	_____	
Maintaining laboratory safety	<input type="checkbox"/>	_____	
Assisting with audio-visual equipment	<input type="checkbox"/>	_____	
Practising lab techniques	<input type="checkbox"/>	_____	
Post-lab clean up	<input type="checkbox"/>	_____	
Other:	<input type="checkbox"/>	_____	
Total number of teaching hours _____			

Training and Development

In the *Report of the Sub-Committee on the Training of TAs at Queen's* approved by Senate in May 2002, it is stated in Recommendation 5 "that all new TAs participate in a mandatory training session of at least three (3) hours before taking up their assigned duties and the Departments and/or Faculties organize these sessions with assistance from the IDC". Some Departments and/or Faculties may also offer additional mandatory and/or non-mandatory training and development for their TAs.

Training Activity	Checklist	Approx. Hours (term)	Notes
Participation in mandatory workshop	<input type="checkbox"/>	_____	
Other	<input type="checkbox"/>	_____	
Total number of training hours		_____	

Total number of expected TA
hours this term:

Average TA hours per week:

Total remuneration for term:

Assessment of TA

Outline clearly how the TA's performance will be assessed throughout the course of her or his work (i.e. Will students fill out end-of-term questionnaires? Will the teaching supervisor do in-class observations and offer feedback to the TA? Will obtaining feedback be the responsibility of the TA?)

Date of meeting

Prepared by (Supervisor)

Approved by (Chair)

TA's Signature

cc: TA, Course Supervisor, Department Head

This agreement was developed by the Alma Mater Society (AMS), Instructional Development Centre (IDC), School of Graduate Studies and Research (SGSR) and the Society of Graduate and Professional Students (SGPS).