

## Appendix A - Teaching Assistant Form



### SECTION A

Name of Teaching Assistant	
*Employee Email Address of Teaching Assistant	
Preference Group (A, B, C, D or E)	
Department	
Term	
Number and Title of Course	
Employment Supervisor	
Number of Allotted TA Hours and Remuneration	
Approved by (Head or Delegate)	
Date Approved	

### SECTION B

Teaching Assistant Activities	Checklist	Hours	Notes
<b>Contact with Employment Supervisor*</b>			*May include a meeting at or around the mid-point of the TAship for the purpose of conducting a review of the TA's assigned activities and to ensure the hours of work continue to be appropriate.
Meetings			
Email			
Other:			
<b>Approximate Hours</b>			
<b>Contact with Students</b>			
Supervising labs & field trips			
Leading tutorials & seminars			
Lecturing			
Classroom preparation, set-up			
Office hours			
Answering email/telephone inquiries			
Monitoring class websites or list serves			
Other:			
<b>Approximate Hours</b>			
<b>Marking and Grading*</b>			*For marking, consider the estimated number of students and the estimated time to grade each item.
Term tests & quizzes			
Mid-term exams			
Written assignments			
Lab assignments			
Final exams			
Admin functions e.g. grade entry & proctoring			
Other:			
<b>Approximate Hours</b>			
<b>Total number of approximate TA hours (Page 1)</b>			

**Teaching Assistant Form (Page 2)**

Teaching Assistant Activities	Checklist	Hours	Notes
<b>Other Duties:</b>			
Attending lectures			
Preparation time			
Assisting with audio-visual equipment			
Practicing lab techniques			
Maintaining laboratory safety			
Post-lab clean up			
Curriculum/Content review (e.g. updating for Equity, Diversity, Inclusion & Indigeneity)			
Job/Unit Specific Training as defined in Article 16.09			
Other:			
<b>Approximate Hours</b>			
Total number of approximate TA hours (page 1)			
Total number of approximate TA hours (page 2)			
<b>Total number of TA hours</b> (must equal the Number of Allotted TA Hours for the course)			

<b>Employer-required Training (as defined in Article 16.15):</b>	
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The TA agrees that the TA activities and approximate hours indicated on this form are subject to change by the Employment Supervisor. The TA and Employment Supervisor agree that any change to the total number of TA hours should be made in accordance with Article 16.07(g) "Hours of Work" of the Collective Agreement. The TA and Employment Supervisor acknowledge that any potential conflicts (as defined at Article 12.03, "Appointments", of the Collective Agreement) with respect to the TA and this appointment have been discussed.

Employment Supervisor (Signature):	Date:
TA (Signature):	Date:

**Notes to TA:** As a Teaching Assistant you are represented by the Public Service Alliance of Canada, Local 901. Your terms and conditions of employment and bargaining rights are set out in the Collective Agreement which can be found at the following links:

<https://www.queensu.ca/facultyrelations/psac-local-901-unit-1/collective-agreements>  
<http://psac901.org/>

A TA may exercise reasonable intellectual discretion in relation to the course objectives and content, and in accordance with guidelines set out by the Employment Supervisor, without reprisal or discipline.

\*As a Queen's University graduate student who is also a Queen's employee, you need an Employee NetID that is separate from your student NetID. The Employee NetID and employee email account must be used for your Queen's employment. It can be activated by following the instructions found here: <https://netid.queensu.ca/selfservice/accountClaim/find>

Return to Work and Accommodations: <https://www.queensu.ca/humanresources/workplace-policies>

Copy: TA, Employment Supervisor, Personnel File, PSAC Local 901