

Appendix B - Teaching Fellow Form

SECTION A

Name of Teaching Fellow	
*Employee Email Address of Teaching Fellow	
Preference Group (A or B)	
Department	
Term	
Number and Title of Course	
Employment Supervisor	
Number of Scheduled Teaching Hours	

SECTION B

Teaching Fellow Areas of Responsibility	Checklist	Notes
1. Design and planning of curriculum		
a) Preparing course syllabus		
b) Identifying learning outcomes		
c) Developing reading lists, demonstrations, laboratory experiences, curriculum/content review (e.g. updating for Equity, Diversity, Inclusion & Indigeneity), etc.		
2. Teaching and supporting student learning		
a) Developing and delivering lectures or other learning tools		
b) Preparing seminars or tutorials		
c) Preparing course related materials, such as lab manuals, websites, handouts etc.		
3. Student feedback and evaluation		
a) Developing assessment tools as appropriate to the learning outcomes		
b) Providing students with opportunities for formative feedback, through office hours, webpages, tutorials etc.		
c) Marking and grading		
4. Developing an effective classroom environment		
a) Promoting student engagement		
b) Providing support for diverse students		
d) Supporting students with special needs or circumstances		
5. Evaluation of practice and continuing professional development		
a) Participating in formal course evaluations		
b) Actively responding to student feedback on an ongoing basis		
c) Seeking input and support from colleagues or university resources as appropriate		

Teaching Fellow Form (page 2)

6. Other:		
-----------	--	--

Employer-required Training (as defined in Article 16.15)	
Job/Unit-specific Training (as defined in Article 16.14)	

This form is intended to guide review and discussion of the anticipated areas of responsibilities and expectations of the Teaching Fellow in the delivery of the course to which they have been appointed.

Reviewed by (Employment Supervisor)	Date:
Reviewed by (Teaching Fellow)	Date:

Notes to TF: As a Teaching Fellow 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/>

TFs who have responsibility for the development of the content and/or presentation of a course shall be accorded academic freedom subject to the regulations, resolutions, guidelines, and policies of the University, including those of the Academic Unit, insofar as these are applied consistently to all the teaching staff.

*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 Accommodation: <https://www.queensu.ca/humanresources/workplace-policies>

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