

# USW Academic Assistant Workload Discussion Form

## **Instructions for Use:**

This form is designed to support a collaborative conversation between Academic Assistants and their managers, helping to align key tasks and responsibilities with time allocations to support successful outcomes.

The form can be used proactively to outline the approximate percentage or hours expected for each task within identified timeframe, i.e. weekly/monthly or as a tool to respond to workload concern.

Employees and managers are encouraged to discuss workload and expectations, collaborate on process improvements, create efficiencies, and assess available resources to address workload concerns. Either party may initiate the use of the form.

## **Guidelines for Discussions**

Academic Assistant duties and tasks may include, but are not limited, to the following. Where necessary, the list of duties can be amended to reflect additional/alternate duties.

## **Preparation:**

- Preparation for tutorials and/or lab demonstrations
- Preparation of written and audio-visual materials
- Setting up experiments
- Conducting field trips
- Assisting with curriculum and course material development
- Employer-required training (unit, course, AODA, etc.)

## **Contact with Students:**

- Leading discussions, tutorials & seminars
- Instruction in accordance with directions or requests from course instructor
- Supervising laboratories
- Consulting with students
- Answering emails or other communications
- Office hours

## **Marking & Grading:**

- Term tests & Quizzes
- Mid-term exams
- Assignments (written, lab, practicum)
- Final exams

- Projects
- Discussion Activities

**Contact with Manager/Designate:**

- Conferring with the non-bargaining unit Manager/designate

<b>Employee information</b>		
Name:		
Department:		
Manager/designate:		
Course code and title		
Work Term start date:		
Work Term end date:		
<b>Duty/Task</b>	<b>Approx. Hours</b>	<b>Details, including expectations</b>
<b>Job/Unit Specific Training</b>		
<b>Total Approximate Hours</b>		
<b>Academic Assistant:</b> (Signature)		Date:
<b>Manager/Designate:</b> (Signature)		Date: