

APPENDIX F

Simon Fraser University
Tutor Marker Time Use Guideline

Name _____	Course Supervisor* _____
Course _____	Semester _____ New Required Software _____

Base Units Assigned: _____ x 42 = Maximum Hours: _____

Tutor Markers and Course Supervisors should familiarize themselves with the general working conditions set out in Article XV C, assignment and compensation in Article XV D, and workload review mechanisms in Article XV E. 3. and 4.

Tutor Marker total workload for the semester should approach but not exceed the maximum hours over the term of the semester (normally 17 weeks).

The following summary is an approximation of the length of time expected to be devoted to the major activities. There may be shifts between activities, but the total hours required over the semester cannot exceed the maximum hours set out above.

This Time Use Guideline may need to be revised in the event of substantial enrolment changes normally confirmed at the end of Week Three (3).

<u>Duties and Responsibilities</u>	<u>Average hrs/week</u>	<u>Total hrs/semester</u>
1. Preparation for Distance Education Course (Article XV C. 2)	_____	_____
2. Attendance at planning/co-ordinating meetings with Course Supervisor or the CDE (Article XV C)	n/a	_____
3. Marking** (Article XV C. 2. h)	_____	_____
4. Office Hours, Student Consultation <u>and Electronic Communication</u> (Article XV C.2.c,d,e,f,g,h)	_____	_____
5. Administrative Duties		_____
6. Other - Specify: _____	_____	_____
7. Statutory Holiday Compensation: To compensate for all statutory holidays which may occur in a semester, the total workload required will be reduced by one (1) hour for each base unit assigned, excluding the additional 0.17 B.U. for preparation, e.g. four (4) hours reduction for 4.17 B.U. appointment		_____
Total Required Hours =		_____

*When Tutor Marker is also the Course Supervisor, the Chair of the Department or her/his designate will complete this Time Use Guideline in consultation with the Tutor Marker/Course Supervisor.

** Includes marking of all assignments and/or midterm examinations and/or final examinations.