

APPENDIX F

**Simon Fraser University
Tutor Marker Time Use Guideline**

Name: _____ Course Supervisor*: _____
 Course(s): _____ 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 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).

Duties and Responsibilities	Average hrs/week	Total hrs/semester
10. Preparation for Distance Education Course (<i>Article XV C.2</i>)	_____	_____
11. Attendance at planning/coordinating meetings with Course Supervisor or the CODE (<i>Article XV C</i>)	_____	_____
12. Marking** (<i>Article XV C.2.h</i>)	_____	_____
13. Office Hours, Student Consultation and Electronic Communication (<i>Article XV C.2.c,d,e,f,g,h</i>)	_____	_____
14. Administrative Duties, Invigilation of exams	_____	_____
15. Other – specify***	_____	_____
_____	_____	_____
16. Statutory Holiday Compensation – To compensate for all statutory holidays which may occur in a semester, the total workload will be reduced by <u>one point one (1.1)</u> hours for each base unit assigned excluding the additional 0.17 B.U. for preparation, e.g. <u>four point four (4.4)</u> hours reduction for a 4.17 B.U. appointment.	_____	_____

Total Required Hours = _____

There are no hours of work associated with the additional 0.17 base units for preparation, Article XVD1g.

*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 reports and examinations *** Attendance at TM Orientation and TA/TM Day/Training