

APPENDIX C

**Simon Fraser University
Teaching Assistant Time Use Guideline**

TA Name: _____ Instructor: _____

Course(s): _____

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

Teaching Assistant 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.

Duties and Responsibilities	Average hrs/week	Total hrs/semester
1. Preparation for labs/tutorials	_____	_____
2. Attendance at planning/coordinating meetings with instructor	_____	_____
3. Attendance at lectures	_____	_____
4. Attendance at labs/tutorials	_____	_____
5. Office hours/student consultation/electronic communication	_____	_____
6. Grading**	_____	_____
7. Quiz preparation/assist in exam preparation/Invigilation of exams	_____	_____
8. 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) hours</u> for each base unit assigned excluding the additional 0.17 B.U. for preparation, e.g. <u>four point four (4.4) hours</u> reduction for a 4.17 B.U. appointment.	_____	_____
9. Other – specify*** _____ _____ _____	_____	_____
	_____	_____
	_____	_____

Required Total Hours = _____

Teaching Assistants and course instructors should familiarize themselves with the general working conditions set out in Article XIII C, assignment and compensation in Article XIII D, and workload review mechanisms in Article XIII E.

*There are no hours of work associated with the additional 0.17 base unit for preparation, Article XIII D. 2 b. See Appendix B for calculation of hours.

** Includes grading of all assignments, reports and examinations.

*** Attendance at a TA/TM Day/Training