

# ALLOCATION OF HOURS FORM

Teaching Assistants, Course Coordinators, Lab Demonstrators, Marker/Graders

The purpose of this form is to outline the nominal time (see definition of nominal in Article 1) to be spent on each duty and responsibility for the appointment and is in accordance with Article 22 (Workload) of the Collective Agreement between Brock University and CUPE, Local 4207.

Employee Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

Course: \_\_\_\_\_

End Date: \_\_\_\_\_

Course Enrolment: \_\_\_\_\_

Number of Seminars: \_\_\_\_\_

Duties	Hours	Details
1. Orientation/Training		
2. Preparation		
3. Attending Lectures		
4. Contact Time - Labs/Seminars		
5. Marking/Grading		
Marking/Grading		
Marking/Grading		
Marking/Grading		
Marking/Grading		
6. Office Hours		
7. Proctoring Exams		
8. Coordinator Duties		
9. Other Duties		
10. Other Duties		
11. Other Duties		
<b>TOTAL HOURS</b>		<b>TOTAL HOURS MUST EQUAL ASSIGNED HOURS ON CONTRACT</b>

**\*EMPLOYEES ARE NOT PERMITTED TO WORK ADDITIONAL PAID HOURS WITHOUT THE WRITTEN PERMISSION OF THE APPROPRIATE CHAIR\***

\_\_\_\_\_  
Prepared By (Course Supervisor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By (Chair/Designate Authority)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By (Employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐

Please check the box if this form replaces or amends a previous Allocation of Hours Form.

# ALLOCATION OF HOURS FORM EXPLANATION

## Purpose

The purpose of this form is to clearly layout the duties and responsibilities, as well as the amount of nominal time to be spent on each duty and responsibility, for each student. This will result in the student having more direction as to the time to be spent on each duty and will lessen the possibility of a student working more or less nominal hours than they are paid for under their contract of employment. Supervisors are required to inform the employee(s) of her specific duties and responsibilities and to provide the employee(s) with an Allocation of Hours Form.

## How to Complete the Form

- Review the sample list of duties below (note: the sample duties listed are organized to match the categories listed on the reverse side of this form).
- List the number of hours associated with each duty in the "hours" column of the form. If a particular item on the form does not apply to an appointment, simply mark the item as N/A (not applicable). The total hours must equal assigned hours on contract.
- When allocating time for marking, indicate the number of individual items to be marked and the time allotted to each item. If the number of students is not known, estimate as accurately as possible and revise as necessary.
- Provide a description of the duties to be performed in the "details" column of the form.
- Once the form is completed, have it signed and dated by the employee, the supervisor and Chair and provide a copy of the completed form to the employee.

## Revision of Allocation of Hours Form

Should it become necessary to revise the allocation of hours, it is necessary that the revision be discussed with the employee. A revised Allocation of Hours Form should be prepared and provided to the employee, and for the Department's records. When preparing an amendment or revision of the form, remember to check the box at the bottom of the form.

## THE FOLLOWING CORE DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE ALLOCATION OF HOURS FORM

This list is descriptive, not prescriptive. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.

The intent of this list is to provide a sample of duties that may be assigned to each employee.

### 1. Orientation/Training

- Attending mandatory TA training/orientation sessions
- Attending Health and Safety training sessions
- Meetings with supervisor or course coordinator

### 2. Preparation

- Preparing handouts for seminars
- Preparing reading lists for seminars
- Preparing bibliographies for seminars
- Designing and preparing tests/examinations for seminars
- Preparing assignments/problem sets for seminars
- Reading assigned texts/manuals/source materials
- Preparing tutorial/lecture notes
- Preparing/setting up audiovisual materials and equipment
- Maintaining course web/webCT site

### 3. Attending Lectures

- Attending supervisor's lectures/seminars
- Attending supervisor's labs/tutorials
- Attending special seminars/workshops

### 4. Contact Time - Labs/Seminars

- Conducting tutorials/seminars/practical sessions
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating use of equipment

### 5. Marking/Grading

- Language tapes
- Problem sets
- Computer programs
- Data sheets
- Laboratory reports
- Checking lab books
- Book reviews
- Oral presentations
- Demonstrations
- Projects/Journals
- Essays (indicate page length)
- Quizzes
- Mid-terms
- End-of-term tests
- Examinations
- Calculating/recording/tabulating grades

### 6. Office Hours

- Assigned meetings with students
- Consulting with students electronically

### 7. Proctoring Exams

- Exam/test invigilation

### 8. Coordinating Duties

- Coordinating Teaching Assistants  
Lab Demonstrators, Marker-Graders
- Assisting in the preparation of marking schemes
- Coordinating the marking of course assignments, midterm and final exams