

TA Appointment Worksheet

General Information

Employee Name: _____ Employing Unit/Dept: _____
 Course Number/Appointment: _____ Assignment (1/4, 1/2, 3/4): _____
 Instructor/Faculty of Record: _____ Semester: _____

Required Training and Orientations

Hours anticipated:

Department and/or University teaching orientations..... _____

Meetings with instructor or Faculty of Record, FOR prep(weekly)..... _____

A. Total training hours..... _____

Required Contact with students

Office hours (weekly, including finals week and estimated by-appointment hours)..... _____

In-class, online and lab time, including any relevant lectures and recitations (weekly)..... _____

B. Total contact time with students..... _____

Grading Assignments

<i>Assignment Description</i>	<i>Grading Time per Piece</i>	<i>Number of Pieces</i>	<i>Total per Assignment</i>
C. TOTAL	GRADING	TIME:	

Other Responsibilities and Duties

Class Preparation time: reading, lesson plans, etc. (weekly)..... _____

Email response time (weekly)..... _____

Maintaining lab safety, practicing lab techniques, post-lab cleanup..... _____

Other responsibilities (please explain below).....

D. Total time for other responsibilities.....

Total Hours for semester, per teaching assignment (Circle one)

180 (1/4 time)

360 (1/2 time)

540 (3/4 time)

Total estimated hours:

Line A (Training and meetings): _____

Line B (Contact with students): _____

Line C (Grading): _____

Line D (Other): _____

Total: _____

This is not a timesheet. The purpose of this form is to ensure that both employee and supervisor have clearly communicated each other's expectations in reference to employee's duties and obligations, and that said expectations are within the bounds established by the GEU contract.

Printed Name

Signature

Date

Employee: _____

Supervisor: _____
