



Assignment of Assistantship Duties Graduate Assistant Teaching

Graduate Assistant:

UCID:

Faculty/Department:

Employment Supervisor:

Academic Term:

Course/Section:

Category/Total Hours:

If this is a Revised AoAD form, please indicate which sections have changed:

Hourly Breakdown

1. Attendance at Lectures:

2. Course Reading:

3. Mandatory Training:

Per Article 8 (Training) of the Collective Agreement:

- 8.1 The first appointment of a Graduate Assistant shall include participation in any mandatory training determined by the Board for the purposes of the Graduate Assistantship. This mandatory training shall be included towards the fulfillment of the Graduate Assistant's hours for the period of the Graduate Assistantship and recorded on the Assignment of Assistantship Duties Form.
- 8.2 If the Department or Employment Supervisor requires the Graduate Assistant to complete any additional training or orientation for the purposes of the Graduate Assistantship, this required training shall be included towards the fulfillment of the Graduate Assistant's hours for the period of the Graduate Assistantship and recorded on the Assignment of Assistantship Duties Form.
- 8.3 Where the Board requires that a Graduate Assistant attend training for the purposes of the Graduate Assistantship, the Graduate Assistant will be provided with timely, advance notice of the scheduling, location, and time requirement for the training.
- 8.4 For clarity, this article does not include training or orientation required for the graduate student's academic program.

List Mandatory Training: (e.g., Occupational Health and Safety Orientation, Harassment and Violence Awareness Training, etc.)	Total Hours:

4. Lecturing, Leading, Supervising and Preparation:

Please add Preparation Time and Delivery Time first, then MULTIPLY the sum by the # of times delivered for the total hours.

	Preparation Time	Delivery Time	# of Times Delivered	Total Hours:
Lectures				
Tutorials				
Labs				

5. Grading:

Please note that as per Article 5.1(a) of the Collective Agreement, "Graduate Assistants are not responsible for assigning the final grades in any course or section of a course."

Assignment	% of Final Grade	Training	Grading	Total Hours:

6. Student Contact:
Total Hours:

- Office Hours:
- Electronic Communication:

7. Contact with Instructor(s) of Record:
Total Hours:

- Meetings:
- Other Communication:

8. Updating Desire2Learn or other course Resources:
Total Hours:

- Training:
- Updating:

9. Other Duties (Please provide a brief description below):
Total Hours:
10. Contingency:
Total Hours:
11. TOTAL HOURS:
Estimated Distribution of Hours over the Academic Term

To access the hourly distribution calculator please go to:

<https://ucalgary.ca/hr/hiring-managing/recruiting-and-hiring/recruit-and-hire-employee/graduate-assistants>

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Hours																	

Acceptance

By signing this, you acknowledge that you have reviewed the Assignment of Assistantship Duties form and that you agree it represents a reasonable distribution of all hours and responsibilities expected, and that it also complies with the Collective Agreement between the Graduate Students' Association and the University of Calgary.

Graduate Assistant:

Date:

Employment Supervisor:

Date:

Dept. Head or Equivalent:

Date:

To ensure timely processing, please submit the form to the Graduate Program Administrator in the Faculty as soon as completed.
Any delay in submission may result in a delay of first payment.

*A copy of this form must be emailed to the following: Graduate Assistant, Department, gsacontr@ucalgary.ca and grad.contracts@ucalgary.ca