

Teaching Assistant Duties Form
Article 17.1- Dalhousie/CUPE 3912 Collective Agreement

Employee Name:						Course:			
Supervisor Name:					Department Contact for Administrative Purposes:				
Term(s) (circle one):	Fall	Winter	F/W	Spring	Summer	Spring/ Summer	Year:		
Total Hours (circle one):	25	35	45	65	90	110	130	180	260

Duties	Details	Hours
Preparation:		
In-class duties (lectures, tutorials, seminars, lab work, field trips, etc.)		
Office duties (office hours if required, meetings with supervisor, etc.)		
Marking, Grading, Invigilating		
Other (specify)		
TOTAL HOURS (must equal Total Hours circled above):		

Note weeks that require more than 14 hours (Article 17.1c): _____

Comments:

Employee's Signature

Date

Supervisor's Signature

Date

CUPE Collective Agreement can be found at:

www.dal.ca/collectiveagreements

Copy to Employee, Supervisor and Department