



Assignment of Assistantship Duties
Graduate Assistant (Teaching)

Graduate Assistant:

UCID:

Course/Section:

Instructor(s) of Record:

Category / Total Hours:

Faculty/Department:

Semester of Appointment:

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

Hourly Breakdown

Total Hours:

1. Attendance at Lectures:**2. Course Reading:****3. 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
Lectures			
Tutorials			
Labs			

4. 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

5. Student Contact:

Total Hours:

- Office Hours:
- Electronic Communication:

6. Contact with Instructor(s) of Record:

- Meetings:
- Other Communication:

7. Updating Desire2Learn or other course Resources:

- Training:
- Updating:

8. Other Duties (Please provide a brief description below):**9. Contingency:****10. TOTAL HOURS:****Estimated Distribution of Hours over the Semester**

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: _____

Instructor(s) of Record: _____

Date: _____

Dep. Head or Equivalent: _____

Date: _____