**UNIVERSITY OF CALGARY**

Assignment of Assistantship Duties
Graduate Assistant (Teaching) Temporary 1/12th Appointment

Graduate Assistant:

UCID:

Course/Section:

Instructor(s) of Record:

Category / Total Hours:   One-Twelfth / 17 hrs

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 |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Copy:    Graduate Assistant        Department
          gsahr@ucalgary.ca        contracts@gsa.ucalgary.ca

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:**                                                        17 hours

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### 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

<span style="color:red">The intent of the 1/12th appointment is for short term assignments, such as filling unexpected vacancies, and is paid over the period of a month rather than distributed over the semester. Please enter the week(s) in which the hours are expected to be worked.</span>

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

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### 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:_____

Copy:    Graduate Assistant        Department            *To ensure timely processing, please submit the form to the Graduate Program
         gsahr@ucalgary.ca        contracts@gsa.ucalgary.ca    Administrator in the Faculty as soon as completed. Any delay in submission may
                                                              result in a delay of first payment.*