

**DEPARTMENT OF PSYCHOLOGY**  
**CUPE 4163 Specialist Instructional**  
Checklist of assigned duties and approved work schedule

The work schedule must be defined in writing at the **beginning** of the term and reviewed and adjusted if necessary at **mid-term** to ensure the required duties are consistent with, and will be completed within, the defined schedule. Supervisor and employee should meet to complete and sign this form and keep one copy each for information and for reference at time of midterm review. Original to be given to Administrative Officer for Chair's signature and department file.

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Academic Assistant  Laboratory Assistant

Term of Appointment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ No. of Hours: \_\_\_\_\_

To meet again for Mid-Term Review on (date): \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair or delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WORK SCHEDULE**

Assigned responsibility (assign hours where applicable)	Approx Hours <sup>(1)</sup>	Mid-term Revisions <sup>(2,3,4)</sup>	Days <sup>(5)</sup> or Dates
Attend supervising faculty member's lectures			
Conduct laboratory activities			
Deliver lectures in the absence of the lecturer			
Establish grading criteria			
Grade papers/lab assignments			
Hold office hours for student consultation, grading concerns			
Invigilate during formal final exam periods*			
Maintain records			
Mark mid-term and/or final exam			
Prepare laboratory/studio materials			
Prepare teaching materials			
Prepare/create test questions/other assessment instruments			
Supervise mid-term and/or final exams			
Attend orientation/information/training session			
Other (describe): <sup>(6)</sup>			
* If notified by Records Services to invigilate for more than 3 hrs, TA may wish to see Administrative Officer to confirm appropriate remuneration.	Total:		Revised total:

Sign here after Midterm Review/Revisions: Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Article 14.01 limits the weekly limit for hours of work. the supervisor enters the expected values in the initial Hours and Days/Dates columns at the onset of employment. The actual hours as of mid-term are entered at the mid-term review.
2. See Letter of Understanding #4 (Interpretation of Article 14.02) for information concerning obligations regarding the mid-term review.
3. If any problem arises that cannot be resolved by the supervisor and employee, it should be referred to the Chair and Union.
4. A performance review may be completed in accordance with Article 22.02 (Performance Review). A copy will be provided to the employee.
5. List day(s) (e.g. M,T,W,Th.,F) duties are to be performed, or anticipated dates of concentrated work (e.g. marking). For self-scheduled work, use SS.
6. Attach an additional sheet if more space is required.