



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 the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.

DEPARTMENT/SCHOOL:	DATE:	
POSITION:	COURSE/PROJECT:	
APPOINTMENT, From:	To:	TOTAL HOURS:

WORK SCHEDULE

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)	HOURS ¹ (per week or per term)		DAYS/DATES ⁵
	INITIAL	MID-TERM ^{2,3,4}	
Establish Grading Criteria			
Grade Papers/Lab/Studio Assignments			
Lead Seminars/Tutorials, Laboratory/Studio Sessions			
Prepare Teaching Materials			
Teach Courses in the Absence of the Lecturer			
Student Consultation, Deal with Grade Complaints			
Assist to Design Laboratory/Studio Activities			
Prepare Laboratory/Studio Materials			
Attend Supervising Faculty Member's Lectures			
Attend Orientation/Information/Training Sessions			
Assist in Developing Course Outline			
Supervise Mid-Term(s) and/or Final Exam			
Mark Mid-Term(s) and/or Final Exam			
Prepare Tests and other Assessment Instruments			
Keep Records			
Lead Field Trips			
OTHER:			
OTHER: ⁶			

EMPLOYEE

Name _____
Signature

SUPERVISOR

Name _____
Signature

CHAIR/DIRECTOR/DESIGNATE

Name _____
Signature

Mid-Term

Review _____ _____ _____
Employee's Signature Supervisor's Signature Date

1. Article 14.01 dictates 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 the 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 the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use SS.
6. Attach additional sheet(s) if required.

COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE