



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		DAYS/DATES ^{5,6}
	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

MIDTERM
REVIEW

Employee's Signature

Supervisor's Signature

Date

1. Article 14.01 identifies the weekly limit for hours of work.
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).
6. Attach additional sheet(s) if required.

COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE