

APPENDIX 'E'

Sample Checklist of Assigned Duties and Approved Work Schedule

741 T6k-

In accordance with Article 14.03 the work schedule must be defined in writing at the beginning of the term, and reviewed and adjusted necessary, at the end-

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)	HOURS ⁽¹⁾		DAYS/DATE ⁽¹⁾ Known dates of work &/or mid-terms	REVIEWS ⁽²⁾ Indicate any changes to original estimates	
	Per Week or Assignment	Per Term		Mid-Term	End of Term
Mid-Term and End of Term Reviews					
Establishing Grading Criteria					
Grade Papers/Lab/Studio Assignments					

Lead Seminars/Tutorials, Laboratory/Studio
Sessions

