



Assignment of Assistantship Duties  
Graduate Assistant (Teaching)

Graduate Assistant: UCID:  
 Course/Section: Instructor(s) of Record:  
 Category / Total Hours: 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 |
|------------|------------------|----------|---------|
|            |                  |          |         |
|            |                  |          |         |
|            |                  |          |         |
|            |                  |          |         |

**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:**

**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>

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

**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: \_\_\_\_\_