

## Performance Expectations of Teaching Assistants

The goal of this document is to clarify what the expectations are of the students in their teaching assistantship role. It is important that graduate students understand that the TA work represents employment obligations and that their offer of admission includes the following statement:

*"Please note that ongoing employment as a TA is subject to you maintaining satisfactory work performance."*

### Key expectations – the TA will:

- perform work diligently and in a timely manner;
- arrive at scheduled meetings, tutorials, and/or labs on time;
- be well prepared for the technical discussions with students;
- interact with students, staff, and faculty members in a professional manner;
- not use a cell phone during tutorials, labs, and test invigilation;
- be accessible to the students and professor during the hours of work;
- recognize that she/he may need to work outside of their "comfort zone" – for example she/he may be required to run tutorials;
- be respectful with all people that they interact with;
- be diligent in their marking and take care in providing feedback to students for marks that are deducted;
- endeavour to respond to emails in a timely manner (within 24 hours) with the understanding that there will be times when the email volume may make it difficult to respond to all emails within that time frame;
- complete their marking assignments within one week (or a suitably agreed upon time with the supervisor) of receiving the student submissions;
- adhere to the Hours of Work agreement (changes must be discussed with your supervisor and agreed to in advance of any changes, supported by a revised HOW form)
- understand that a Teaching Assistantship represents employment obligations over the entire term and will need to take precedence over research\*.

\*Note that Article 12.08 of the collective agreement states that: "If an employee has a reasonable belief that their academics will suffer as a result of their employment duties, they may request an extension from their employment supervisor. Such extension shall not be unreasonably denied." In this case the TA should request a meeting with the employment supervisor to discuss extensions and alternative arrangements if the TAs academics are suffering as a result of the employment obligations.

"I have received this information and understand what is expected in my teaching assistantship assignment"

Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Course Code: \_\_\_\_\_