

Appendix C Graduate Assistantship Time Use Guideline Form

This form must be completed by the Graduate Assistantship Supervisor and Graduate Assistant who will meet at the start of the Term. This does not replace the requirement for a Letter of Appointment. The purpose of this form is to outline the estimated hours necessary to complete the assigned duties and to assure that the required duties can be performed within the assigned hours. Note: a Graduate Teaching Assistant and a Graduate Research Assistant performing duties which are not directly related to their own research cannot work more than 192 hours in a four-month term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

Name of Student:	Department:	
Name of Graduate Assistantship Supervisor:	Type of Appointment (circle one): GTA/ GTA-PI/ GRA/ GRAF	Total Average Hours per Week:
Assistantship Appointment Start Date:	Assistantship Appointment End Date:	
Course Code (If Applicable):	Course Title (If Applicable):	

Section I – Training Requirements

Does this appointment require any training? If yes, complete the table below.

Training	Hours
Departmental Training	
Health and Safety	
Tutorial/Lab Training	
Other (Specify)	
Total Hours:	

Section II – Duties/Activities

Check the type of appointment and outline all expected duties below

	Hours
<ul style="list-style-type: none"> <input type="radio"/> Graduate Teaching Assistantship (GTA) <input type="radio"/> Graduate Teaching Assistantship-Primary Instructor (GTA-PI) <input type="radio"/> Graduate Research Assistantship (GRA) <p>Examples (GTA): marking exams, teaching labs/tutorials, exam preparation, grading assignments, etc.) Examples (GRA): literature searches, lab duties, data analysis, etc.)</p>	
Total Hours:	

<ul style="list-style-type: none"> ○ Graduate Research Assistantship Fellowship (GRAF) It is recommended that GRAFs and graduate (academic) supervisors discuss expected tasks for each term.

Section III – Vacation

GRA, GTA, GTA-P

Entitlement: one week per term

Vacation dates reviewed Y/N	Vacation Dates: Hours:
Carry-forward requested (up to one term) Y/N	Carry-forward approved Y/N

GRAF

Entitlement: one week per term

Vacation dates reviewed Y/N	Carry-forward requested (up to one term). Y/N
Carry-forward approved Y/N	Vacation Dates:

Section IV – Allocation of Hours Summary

GTA/GTA-PI/GRA ONLY

Section	Hours
Section I (Training)	
Section II (Duties/Activities)	
Section III (Vacation)	
Total Hours: (Total Hours are not to exceed the hours on the appointment letter)	

All hours worked by a GTA/GRA in excess of the hours outlined in their appointment shall be compensated at the GRA/GRA's hourly rate of pay. Any excess hours must be preapproved in writing by the Supervisor.

Name of Graduate Assistant

Signature

Date

Name of Graduate Assistantship Supervisor

Signature

Date

Original: Filed in Department

Copies: Graduate Student and Graduate Assistantship Supervisor

Graduate Assistants can submit a copy of this Graduate Assistantship Time Use Guideline Form to the Graduate Student Association (GSA) at gsa.vplabour@ualberta.ca