

TA and Marker Positions Guide

Preamble

This document provides information on Teaching Assistant (TA) and Marker positions for graduate students, course instructors, and supervisors in the Department of Mechanical Engineering. Information in this document is, in some cases, taken or adapted from the Graduate Student Association (GSA) Collective Agreement ([Link](#)).

The primary purpose of a TA and Marker is for the benefit of the undergraduate learning experience, not as a funding opportunity for graduate students. A TA or a Marker position represents formal employment, and therefore graduate students are expected to act and present themselves in a professional manner. Unsatisfactory performance may result in discipline or termination of a TA or Marker position.

Before applying for a TA or Marker position, a graduate student must meet the following requirements:

- Currently enrolled in a thesis based program: MSc or PhD (**MEng students are ineligible**),
- Completed a specified number of academics terms where they are enrolled in courses (excluding Thesis courses: THES 901, 902, etc.):
 - One (1) academic term for Marker positions, and
 - Two (2) academic terms for TA Positions.
- In good academic standing (i.e. not on academic probation), and maintain a GPA greater than or equal to the minimum program requirement,
- Pay tuition and fees, and be available for the entire academic term corresponding to the TA appointment (Defending a thesis may make a graduate student ineligible, and therefore they should check with TA Coordinator before applying),
- Eligible for employment on the University of Alberta campus,
- Is not already assigned as a TA or Marker at the University of Alberta (Graduate students can only hold one (1) TA or Marker position per semester),
- Not already assigned a Graduate Research Assistantships (GRAs) that when combined with a TA would exceed a total of 12 hours per week of employment combined,
- Completed the TA Boot camp (The TA Boot camp is not required for Marker positions), and
- Willing to complete any additional training required for the position (Safety, Supervisory, etc.),

Before applying for a TA or Marker position, a graduate student must have a discussion with their Supervisor(s), which should include:

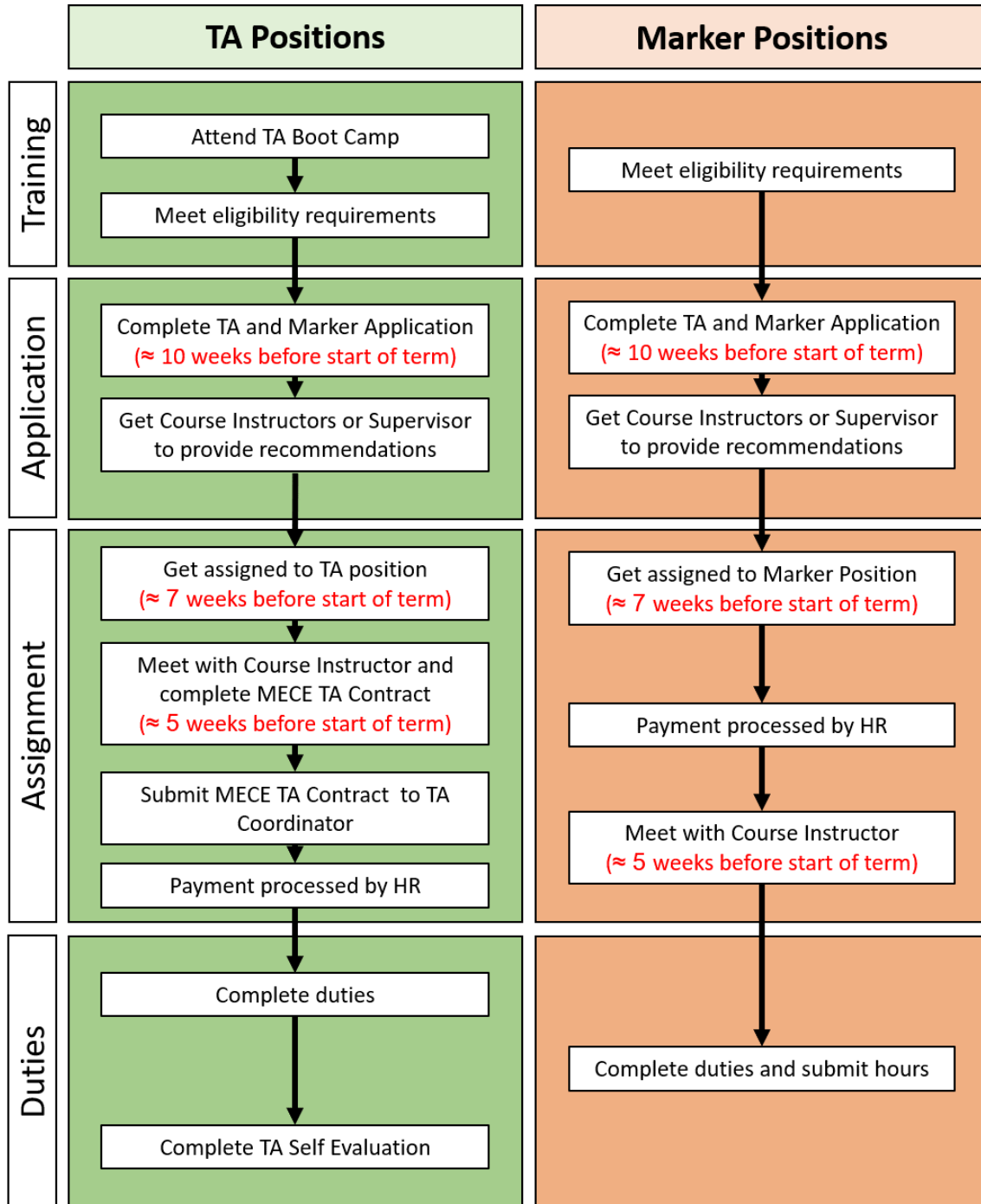
- Reviewing their official financial offer letter and discussing if the supervisor will keep any additional funding generated from a TA or Marker position that exceeds the graduate student's minimum level of funding,
- Discussing planned vacations or absences, and
- Discussing whether or not the graduate student should forgo applying for a TA or Marker position to instead focus on research or their thesis.

When applying for a TA or Marker position, the following general considerations should be made:

- TA or Marker positions are not guaranteed and should not be relied on as a source of funding,
- A graduate student may be assigned to any TA or Marker position that they apply for.

If in the review of the GSA Collective Agreement and this document your questions pertaining to TA or Marker Positions are not answered, please contact the Department of Mechanical Engineering's TA Coordinator (tacoord@ualberta.ca).

TA and Marker Process Flowcharts for Students



TA and Marker Process Flowcharts for Supervisors and Course Instructors

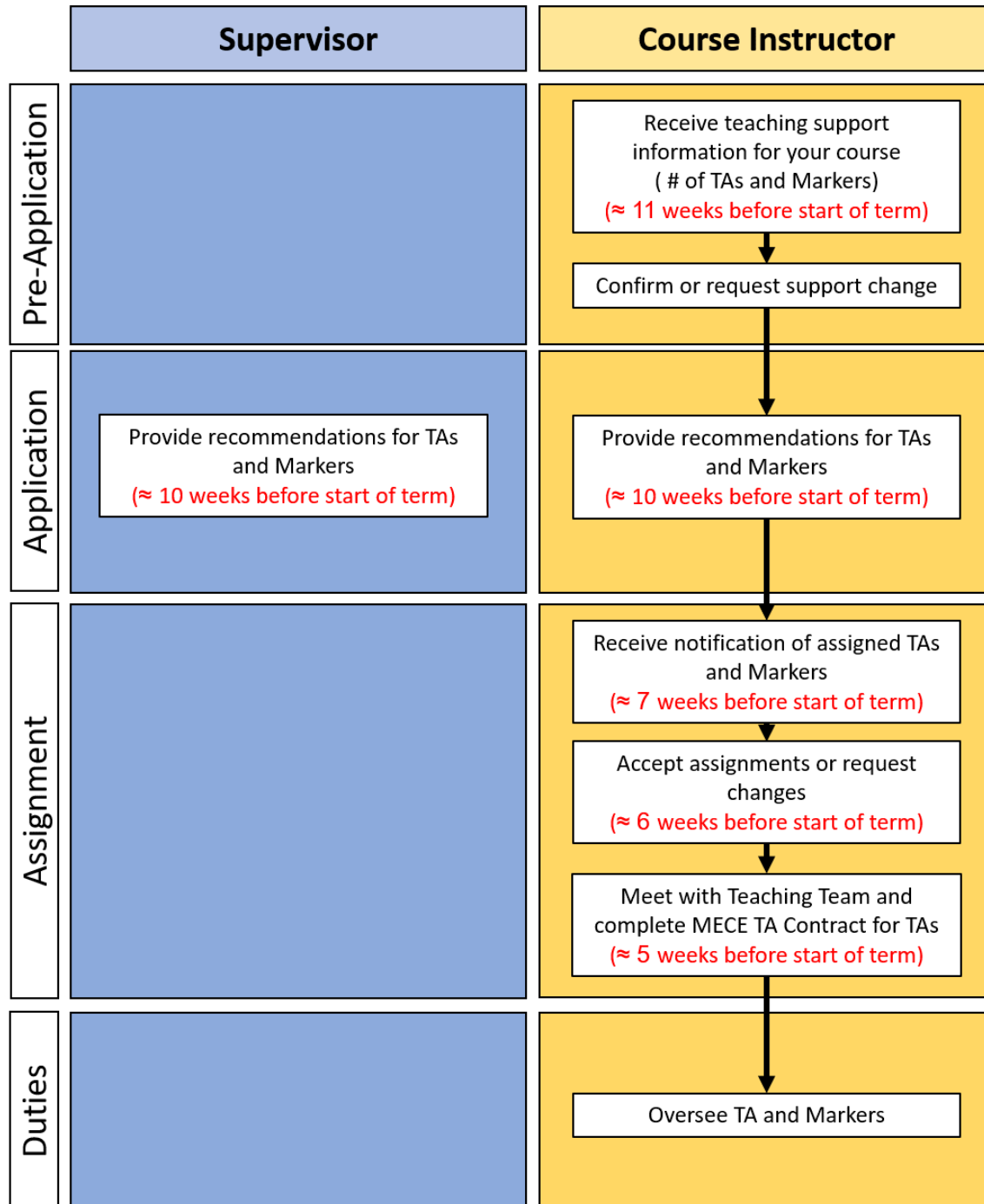


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Training

To be eligible to apply for a TA position, graduate students must complete various training requirements. The training required before applying for a TA position is the TA Boot camp. Training required after acceptance of a TA position includes supervisory training, and may include course specific training. No initial training is required to apply for Marker positions.

TA Boot camp

Graduate students who wish to become a TA must attend the TA Boot camp. The TA Boot camp is a half day training course occurring in January and June of each year. The skills taught at the TA Boot camp may include:

- How to be a good instructor,
- How to support a student in distress,
- Presentation skills,
- How to use eClass, and
- How to mark assignments fairly and effectively.

Important: Completing the TA Boot camp does not guarantee that a graduate student will be assigned to a TA or Marker position.

Supervisory Training

Being a TA means that a graduate student is in a supervisory position. Due to this, the Occupational Health and Safety (OHS) Act requires any individual in a supervisory role to complete supervisory training. After a graduate student has accepted a TA position, they must complete the Supervisory EHS Professional Development 2018/19 online course ([Link](#)) before starting their TA duties.

Additional Training

Some courses may require hands on training from the MECE shop staff, or additional training courses.

Eligibility and Selection

To apply for a TA or Marker position, graduate students must meet eligibility requirements. TA positions are assigned based on a selection criteria. The selection process consists of several steps that includes graduate students, course instructor, supervisors, and the TA coordinator.

Eligibility Requirements

Before a graduate student can apply for a TA or Marker position, they must meet the following requirements listed in Table 1.

Table 1: TA and Marker Eligibility Requirements

Eligibility Requirement	TA	Marker
Currently enrolled in a thesis based program: MSc or PhD,	Yes	Yes
Completed the required amount of academics terms where they are enrolled in courses (excluding Thesis courses: THES 901, 902, etc.): <ul style="list-style-type: none">One (1) academic term for Marker positions, andTwo (2) academic terms for TA Positions.	Yes	Yes
Pay tuition and fees, and be available for the entire academic term corresponding to the TA appointment,	Yes	Yes
In good academic standing (MSc \geq 3.0GPA, and PhD \geq 3.3GPA),	Yes	Yes
Eligible for employment on the University of Alberta campus (Canadian Citizen, Permanent Resident, or a valid Student Visa),	Yes	Yes
Is not already assigned as a TA or Marker at the University of Alberta (Graduate students can only hold one (1) TA or Marker position per semester),	Yes	Yes
Not already assigned a GRA, that when combined with a TA would exceed a total of 12 hours per week of employment combined (Full-time students), and	Yes	Yes
Discussion with Supervisor about taking TA or Marker position for the current semester	Yes	Yes
Completed the TA Boot camp,	Yes	N/A
Willing to complete any additional training required for the position (Safety, Supervisory, etc.),	Yes	Yes*

*Training for Marker Positions cannot include study on the course content.

Discussion with Supervisor

Before applying for a TA or Marker position, a graduate student must have a discussion with their Supervisor(s). This discussion ensures that the graduate student's expectations are set. This discussion should include the following topics:

- Reviewing their official financial offer letter and discussing if the supervisor will keep any additional funding generated from a TA or Marker position that exceeds the graduate student's minimum level of funding,
- Discussing planned vacations or absences, and
- Discussing whether or not the graduate student should forgo applying for a TA or Marker position to instead focus on research or their thesis.

TA Selection Criteria

The following criteria are used to assign TA positions in the Department of Mechanical Engineering:

- Academic qualifications,
- Relevant training (including internal and external training),
- Previous teaching experience,
- Recommendations from a course instructor,
- Recommendations from a supervisor, and
- Course ranking on the TA and Marker Application.

Note as well:

- Both experienced TAs and first time TAs will be assigned to courses to grow and diversify the number of experienced TAs in the Department, and
- Graduate students in the Department of Mechanical Engineering can only hold one TA or Marker position per semester, regardless of which Department or Faculty it is in.

Other considerations for TA positions include:

1. TA or Marker positions are not guaranteed and should not be relied on as a source of funding,
2. A graduate student may be assigned to any position or course (TA or Marker) that they apply for on the TA and Marker Application,
3. If a graduate student successfully defends their thesis before the tuition payment deadline, they become ineligible for current or future TA positions because they will no longer be registered as a graduate student, and
4. A full time graduate student can only hold a maximum of a 12 hour per week TA for any given semester, while a part time graduate student can only hold a 6 hour per week position.

Selection Process - Steps and Timeline

As per the GSA Collective Agreement ([Link](#)), graduate students must be notified of their TA appointments by the deadlines provided in Table 2, unless there are extenuating circumstances:

Table 2: Appointment notification deadlines

Semester	Notification Deadline
Fall	July 1
Winter	November 1
Spring/Summer	April 1

The approximate amount of time for each process in the selection of TAs and Markers is listed below in Table 3.

Table 3: Approximate time for each step in the TA and Marker selection process

Approximate Time Required	Process	Completed by:
≈ 2 weeks	TA and Marker Application	Graduate student
≈ 2 weeks	TA and Marker Recommendation	Course Instructor, and Supervisors
≈ 3 weeks	Selection and Approval of TAs and Markers	Course Instructor Graduate Student TA Coordinator
≈ 3 weeks	Processing of Payments	Course Instructor Graduate Student TA Coordinator

Once all the TAs and Markers have been assigned to a course a "Teaching Team" email will be sent to the Course Instructors, TAs, and Markers for a course. Graduate students should then contact the Course Instructor so that they can organize an initial meeting to lay out expectations for Marker positions, or to complete the MECE TA Contract for TA positions.

TA and Marker Assignment Software

Graduate students apply for TA and Marker positions by choosing and ranking courses in the TA and Marker Application. Through the TA and Marker Application, graduate students can get recommendations from their supervisor, or a course instructor to be a TA or Marker for a specific course. Once all TA and Markers have been assigned, the course instructors are notified and confirm the TAs and Markers assigned to their course. After all course instructors have approved their teaching team, graduate students will be notified so that they can confirm their appointment.

Applying for a TA and Marker Position

This section provides information on how a graduate student can apply for TA and Marker positions by filling out the TA and Marker Application.

Important: When applying for courses using the TA and Marker Application, ensure that you select the correct course name.

- For the Fall and Winter semester, you will choose the course name without a letter suffix, (e.g. MECE 200, MECE 300, etc.).
- For the Spring and Summer semester:
 - If the class is listed with an "A" suffix that means it runs the entire combined length of the Spring/Summer semester. To apply to these courses choose the "A" variant, not the "B" variant,
 - If the class is listed with no letter suffix, that means the course only runs for the Spring or Summer semester.

Personal Information Section:

The actions required to complete the Personal Information Sections of the TA and Marker Application are listed in Table 4 and with a visual reference provided in Figure 1.

Table 4: Information and action required to fill out the personal information section

Section	Information and Steps required
1	This information is auto populated
2	Choose your tuition/ visa status.
3	Choose your program (MSc and PhD only).
4	Choose your program start date

5	Select your supervisor. If you have multiple supervisors, choose the one you interact with most frequently.
6	This section is not required/applicable, do not fill it in.

Department of Mechanical Engineering TA Application

Personal information

Last Name Example }
First Name Example } 1
CCID Example }
Student ID# Example }

Tuition (Visa Status) Canadian/PR 2
Program MSc 3
Program start date (mm/dd/yyyy) 0000-00-00 4
Supervisor Please select your supervisor 5
Research Area 6

Figure 1: Image of the personal information section on the TA and Marker application

Course Preferences / Experiences:

The actions required to complete the Course Preferences / Experiences Sections of the TA and Marker Application are listed below and with a visual reference provided in Figure 2:

1. To add a course, left click the following button on the TA and Marker application.,

Add New Fall Term 2019 Preference

2. After a course has been added, the course can change by using the drop down menu,

Course

EN PH 131 - Mechanics

The TA and Marker Application does not include the course description, this can be found by using the following links:

- ENGG Courses ([Link](#)),

- ENG M Courses ([Link](#)),
- EN PH Courses ([Link](#)), and
- MEC E Courses ([Link](#)),

3. Course can be ranked on a scale of 1 to 10. (1 = you'd really love to teach it; 10 = you're able and willing if nothing else is available.),

Rank	
1	▼

4. Apply for either or both a Marker (M) or Teaching Assistant (TA) position,

Roles		
M	TA	LI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Important: If you have not completed the TA Boot camp only apply for Marker (M) positions. Also, you should never apply for lab instructor positions (LI) as they are not used in the Department of Mechanical Engineering.

5. If applicable, select any relevant experience

Experience			
M	TA	LI	UG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Courses can be removed at any time

Remove
remove

7. Additional experience can be added in the following text boxes.

Other TA/Teaching Experience at UofA

Other Related Teaching Experience

Course	Rank	Roles			Experience				Remove
		M	TA	LI	M	TA	LI	UG	
EN PH 131 - Mechanics	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remove

Add New Fall Term 2019 Preference

Other TA/Teaching Experience at UofA

Other Related Teaching Experience

Figure 2: Image of course preferences / experiences section on the TA and Marker application

Funding Information:

This section is not applicable to the Department of Mechanical Engineering, as such, it is not required to be filled out.

Other Notes:

If you wish to add something else to your application that was not relevant for any other fields, please add it to the other notes section..

Submission and Resubmission of Application:

After the application has been completed, press the submit survey button to submit the application. The application can be revised and edited until the end of the deadline. If changes are made, the application must be resubmitted by pressing the submit application button again.

Submit Application ➔

Graduate Student Confirmation of a TA or Marker Position

This section provides information on how a graduate student can confirm their TA or Marker appointment.

Instructional Support Confirmation Interface

Please use the information in Figure 3 and Table 5 to assist you in the completion of the TA and Marker confirmation process.

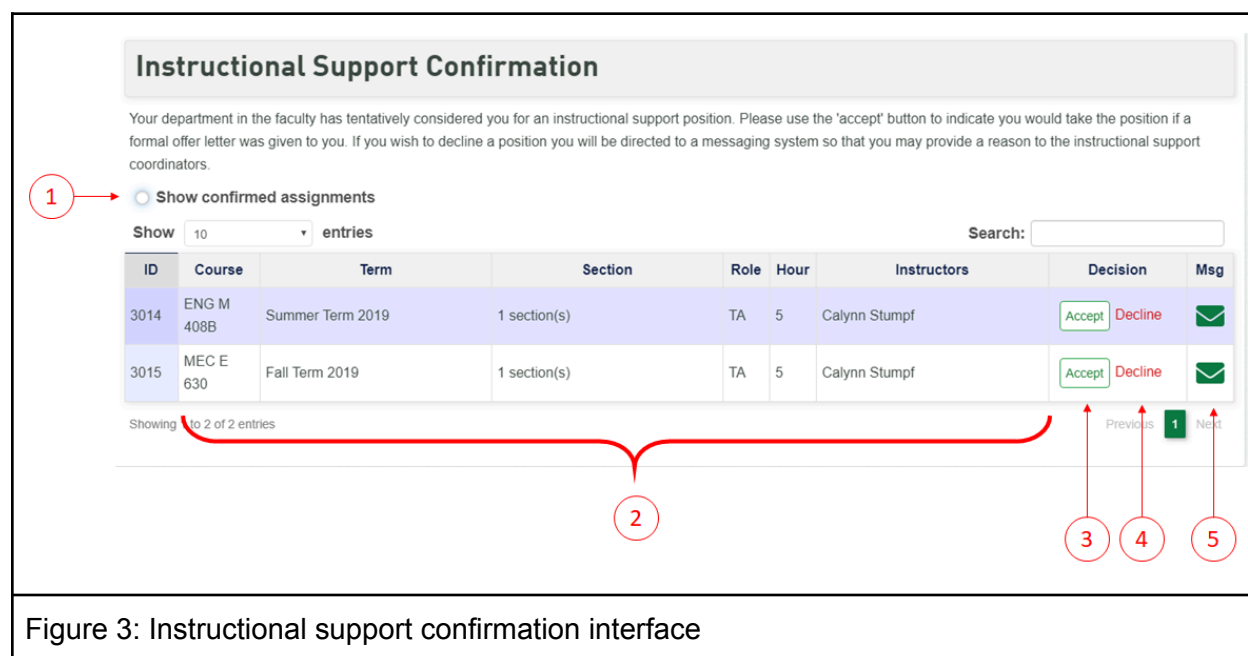


Figure 3: Instructional support confirmation interface

Table 5: Instructional support confirmation interface information

Section	Information
1	Show Confirmed Assignments: After an assignment has been accepted, it will disappear from this page. To view accepted assignments, click the circle and it will turn green and navigate you to a new interface
2	Graduate Student Information: This section shows information about the graduate student and course. For TA roles, the hours listed are per week. For Marker roles, the hours listed are per term.
3	Accept: The “Accept” button allows you to accept an assignment.
4	Decline: This “Decline” button allows you to decline an assignment. After clicking this button, you will be navigated to a new interface where you will need to make

	comments on why you are declining the assignment. For more information, see the messaging section below.
5	Message: By clicking the mail button, you will navigate to the message interface. There you can accept or decline the assignment and provide a message to accompany it.

Messaging

If you choose to decline an appointment, you will be directed to the messaging interface as shown in Figure 4. To decline an assignment, from the decision drop down menu, choose decline, then in the message textbox explain why you are declining the appointment. Finally, left click the send button.

Important Notes:

- When submitting a message, please click the button only once. The message may take up to 5 seconds to show in the chat window. Clicking the button multiple times will send the message multiple times.
- After the accept option has been chosen, the decline option can not be chosen again.
- This message interface can also be used by the TA Coordinator to accept the appointment on your behalf.

The screenshot shows a web-based messaging interface. At the top, it states "This conversation is visible to: tacoord, Calynn Stumpf, and TA Admin". Below this, it says "No messages" with a small downward arrow icon. The main section has a "Decision" label next to a dropdown menu currently showing "Please select". Below the dropdown is a "Message" label next to a large text input field. To the right of the input field is a yellow "Send" button with a green arrow icon.

Figure 4: Messaging interface for declining or accepting a TA/ Marker assignment

Providing Recommendations for TAs and Markers

This section provides information on how course instructors and supervisors can provide graduate student recommendations for TA and Marker positions. Ensure that the graduate student you are providing a recommendation for meets all the requirements for being a TA or Marker ([Link](#)).

My Students Tab

The My Students Tab, shown in Figure 5, can be used to notify a supervisor's students who have not submitted the TA and Marker application. **Note: All thesis based graduate students will be sent an email with a link to the TA and Marker application, therefore a supervisor should only use the notify feature only if they want to remind their graduate students.**

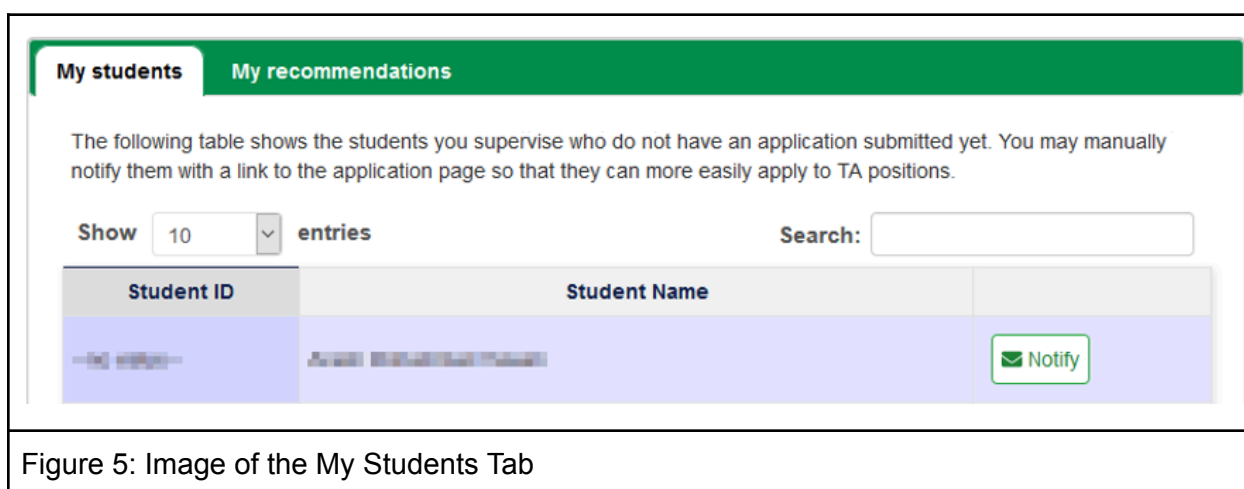


Figure 5: Image of the My Students Tab

My Recommendations Tab

The following section will provide information on how to add, edit, or remove a TA and Marker recommendation. This process is visualized in Figure 6.

How to add a recommendation

1. Navigate to the recommendation link provided to you in the TA and Marker Recommendation email, or navigate directly to the TA Recommendation Website ([Link](#))

Important: If navigating directly, ensure that you choose the correct academic semester on the website by clicking on the correct Details Button.

Details

- Click on the “My recommendations” tab

My recommendations

- To add a student click on the “+ Add Recommendation”.

+ Add Recommendation

- Search the student’s name or CCID in the student text box

Add Recommendation

Student

Course

EN PH 131

Reason

Provide additional details on the recommendation if desired...

Submit

Cancel

- Choose the specific course in the “Course” drop down menu. Note: You can only add one course per recommendation. To recommend a student for an additional course, create a new recommendation after with the “+ Add Recommendation” button.

Important: When you provide your recommendation make sure you choose the correct course name. For Fall and Winter semester, you will choose the course name without a letter suffix, (e.g. MECE 200, MECE 300, etc.). In general, for Spring/Summer courses you will choose the course name with the “A” suffix, (e.g. MECE 200A, MECE 300A). There are a few courses offered in the Spring/Summer that you will choose the course name without the suffix. Refer to the Courses Offered document for the specific semester to determine the correct course names.. Choosing the incorrect course name will result in your recommendation not being visible to the TA Coordinator.

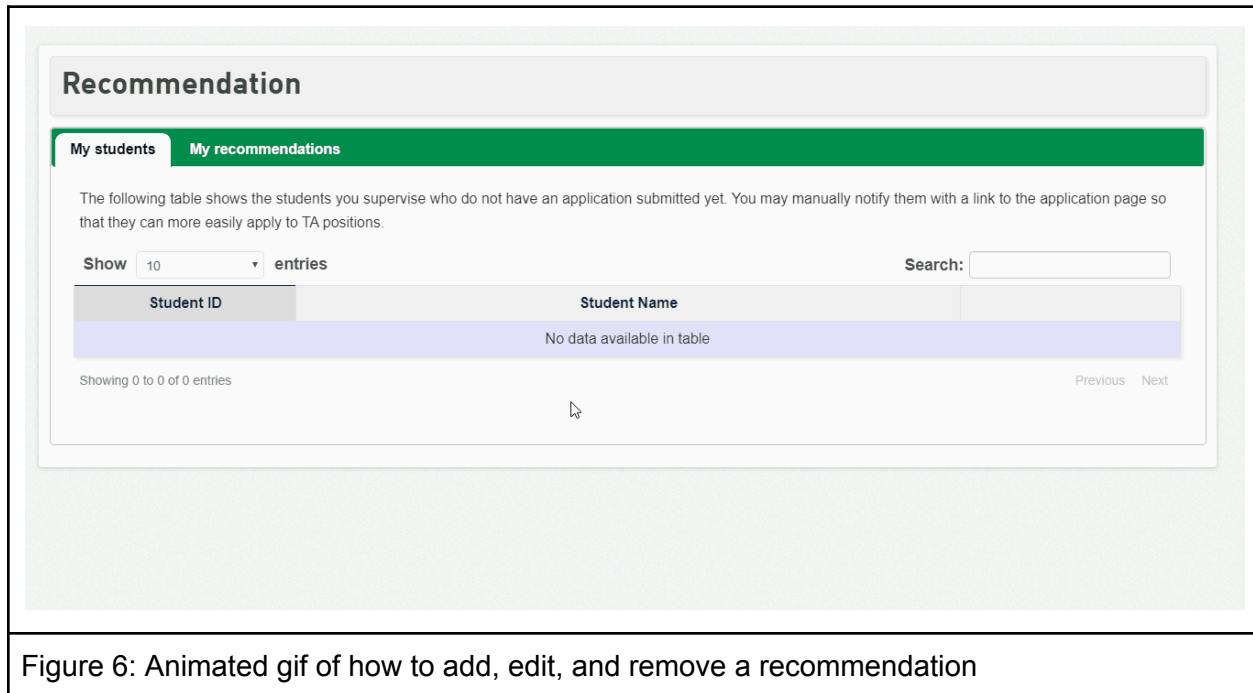
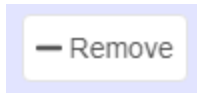
- In the “Reason” text box, type in the reason for the recommendation
- Hit the submit button

How to edit a recommendation

At any time you can edit the “Reason” textbox on a recommendation, any text changes you make will automatically save after you click outside of the text box.

How to remove a recommendation

1. Click the “- Remove” button



Course Instructor Confirmation of TAs and Markers

This section provides information on how course instructors can confirm the graduate students assigned to TA and Marker positions for their course.

Teaching Assistant Confirmation Interface

Please use the information in Figure 1 and Table 1 to assist you in the completion of the TA and Marker confirmation process.

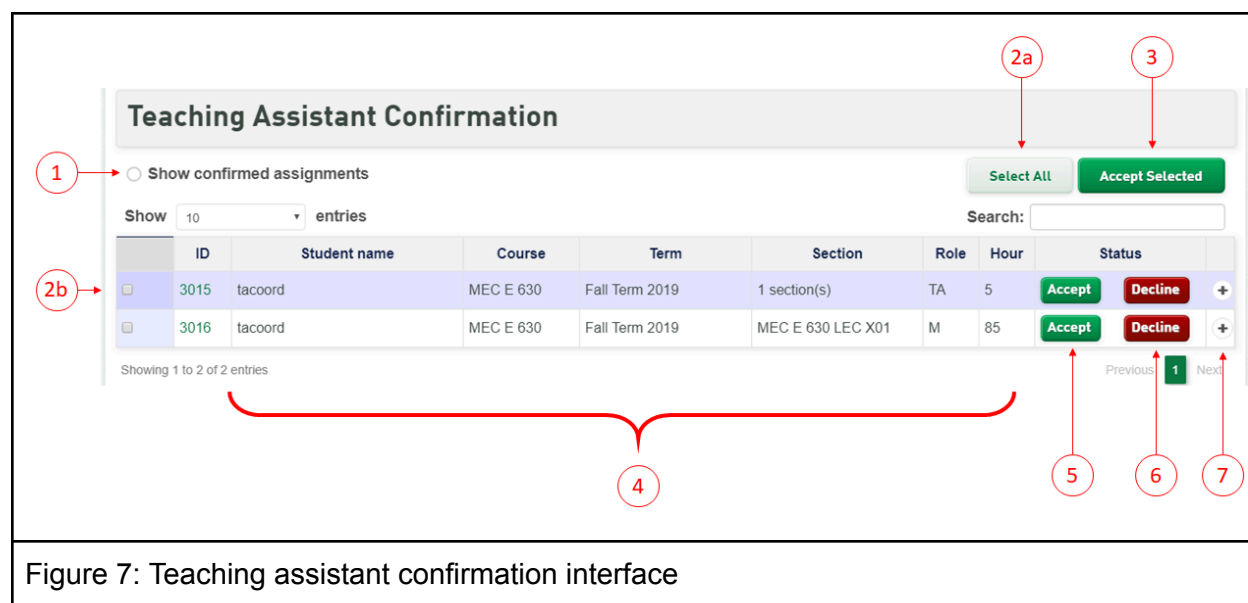


Figure 7: Teaching assistant confirmation interface

Table 1: Teaching assistant confirmation interface information

Section	Information
1	Show Confirmed Assignments: After an assignment has been accepted it will disappear from the interface. To view accepted assignments, click the circle and it will turn green and navigate you to a new interface.
2 (a,b)	Select All: The “Select All” button will select all the checkboxes. You can also select checkboxes individually.
3	Accept Selected: The “Accept Selected” will accept all the assignment that currently have selected checkboxes.
4	Graduate Student Information: This section shows information about the graduate student and course. For TA roles, the hours listed are per week. For Marker roles, the hours listed are per term.
5	Accept: The “Accept” button allows you to accept individual assignments.


6	Decline: This “Decline” button allows you to decline individual assignments. After clicking this button you will be navigated to a new interface where you can make further comments on why you are declining the graduate student. For more information, see the messaging section below.
7	Student Application: By clicking the plus button, the table will be expanded to show the graduate student’s TA and Marker application.

Messaging

If you choose to decline an appointment of a graduate student, you will be directed to the messaging interface as shown in Figure 2. To decline an assignment, from the decision drop down menu, choose decline, then in the message textbox explain why you are declining the appointment. Finally, hit the send button.

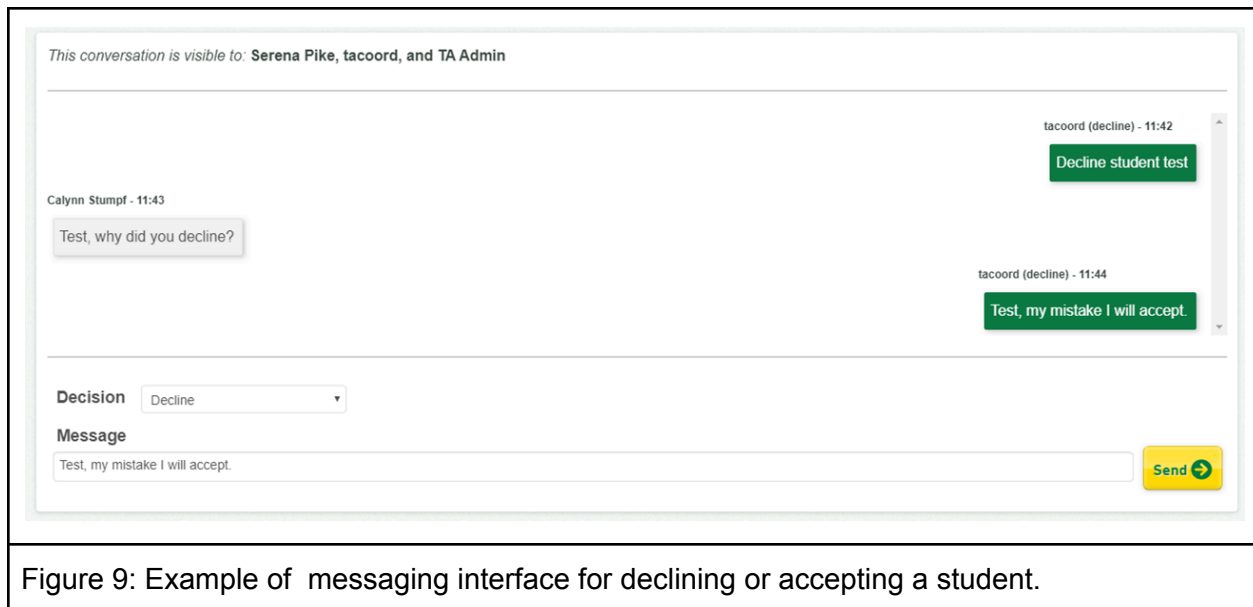
Important Notes:

- In the decision drop down menu, when the decline option is chosen, the conversation will only be seen by the course instructor and the TA Coordinator. This is true even though the message interface says the conversation is visible to the graduate student as well.
- In the decision drop down menu, when the accept option is chosen, the current message and any future messages will be seen by the course instructor, TA Coordinator, and the graduate student.
- After the accept option has been chosen, the decline option can not be chosen again.
- When submitting a message, please click the “send” button only once. The message may take up to 5 seconds to show in the chat window. Clicking the button multiple times will send the message multiple times.
- This message interface can also be used by the TA Coordinator to accept the appointment on the course instructors behalf.



The screenshot shows a messaging interface with a header stating "This conversation is visible to: tacoord, Calynn Stumpf, and TA Admin". Below this, it says "No messages" with a scroll bar. There is a "Decision" section with a dropdown menu currently set to "Please select". Below the decision section is a "Message" section with a text input field and a yellow "Send" button with a right-pointing arrow.

Figure 8: Messaging interface for declining or accepting a student.



Payment

TA and Markers are paid a different wage, with the TA's wage being dependent on several factors. A Marker's pay contract is processed automatically upon acceptance of the position, while a TA must complete a MECE TA Contract before their pay is processed.

Marker Payment

Markers are paid \$18 per hour. Marker positions are assigned a maximum number of hours per semester that they can not exceed. As a Marker completes their duties they will enter their hours on Bear Tracks.

Marker positions are not governed by the GSA Collective agreement and therefore do not require any additional steps for payment processing. Once a Marker position has been accepted, payment will be processed and information from Human Resources on how to input hours will be emailed to the Marker.

TA Payment

The pay rate for TA positions are governed by the GSA Collective Agreement ([Link](#)) in Article 13 and Appendix B, and is dependent on the following factors:

- Enrollment type: MSc or PhD,
- Number of distinct academic years that the graduate student has held a TA position in (steps), and
- Hours per week assigned to the TA position.

The stipend for a TA position consists of an award and salary component and is determined by Equations 1 and 2. All first time graduate students begin as a "step 1", and therefore cannot receive an Annual Performance Increase (API) until their second academic year.

Total Stipend= Award(Hrs/week) + Salary(Hrs/week,Enrollment Type) × API	1
API = 0.95 + 0.05 × step	2

A sample calculation for TA payment is provided in Table 6. The sample calculations are for a MSc student in their third Academic Year (AY) that had a TA position in their first and second AY, and a PhD student in their fifth AY that had a TA position in their first, third, and fourth AY. In both examples, both students have a 5 hour per week TA position.

Table 6: Sample calculations for TA payment

Student	Step	Hours per Week	Award per Month (Fixed)	Salary per Month (Minimum)	API	Stipend per Month	Hourly Wage
MSc	3	5	\$ 429.35	\$ 461.41	1.10	\$936.90	\$ 44.08
PhD	4	5	\$ 429.35	\$ 499.89	1.15	\$1004.24	\$ 47.26

Payment for a TA position is automatic. After a prospective TA submits a completed MECE TA Contract and their appointment letter is created through HR, the TA will receive regular payments based on the hours that they were assigned. A TA is not required to input hours on Bear Tracks like a Marker position requires.

How is the hours per week for a TA position assigned?

The hours per week assigned is based on historical data of the typical amount of time to complete the duties of the TA in previous semesters.

What if I work more hours than I was assigned for?

It is recommended that TAs record their hours required to complete their duties. This provides data that can be used to modify the hours or TAs required for future semesters. If the TA has issues with hours worked vs. hours assigned, except in extreme cases, these issues will be reviewed at the end of the semester. Considerations should be made that some weeks will be busier than others. Further, TAs should practice good time management to try their best to keep within their allotted hours.

MECE TA Contract

For a TA's payment to be processed, they must complete the MECE TA Contract.

- MECE TA Contract ([Link](#))

The MECE TA Contract is designed to meet the following requirements:

- It is required as per the GSA Collective Agreement ([Link](#)),
- It lays out the expectations of the TA Duties for both the TA and the Course Instructor,
- It provides the Department with data to ensure the correct hours are assigned to the position, and historical data to make changes if future semesters.

Once completed, the MECE TA Contract must be submitted online or in person to the TA Coordinator (tacoord@ualberta.ca or DICE 10-387).

How to Fill in the MECE TA Contract

The following sections will specify where the information required to complete the MECE TA contract can be found. An example of a completed TA Contract can be found later in this section.

Course and Teaching Team Information

Once all TAs and Markers have been assigned to a course, a Teaching Team email will be sent to all the TAs, Markers, and Course Instructor. All the required information for the Course and Teaching Team Information section is listed below, and can be found in the table contained within the Teaching Team email.

- Class and Section,
- Course Instructor: Name, and email, and
- TAs and Markers: Name, Email, and assigned hours.

Time Use Estimate

The Time Use Estimate section is filled out by the course instructor. The course instructor estimates the hours that a TA will spend on a specific duty based on the course requirements.

Job Expectations

The Job Expectations section is filled out by the course instructor. The course instructor provides all the required information about undergraduate student's assignments, exams, and any additional duties

Acknowledgements

Finally, the TA will fill out the Acknowledgements section to ensure they understand both the requirements of being a TA, and the duties required for the TA position.

The procedure to copy the Teaching Team Email Table into the MECE TA Contract is listed below and visualized in Figure 10.

- [illegible]

Figure 10: How to copy the Teaching Team Information table into the MECE TA Contract

Example of a Completed TA Contract

An example of a completed MECE TA Contract is provided below. To access the blank MECE TA Contract document and an example of the completed MECE TA Contract use the links below:

- MECE TA Contract ([Link](#))
- MECE TA Contract (Filled In Example) ([Link](#))

The following MECE TA Contract is filled in based on a theoretical course MECE 444. Based on the requirements of the course, two TA (4 hours per week), and one Marker (85 hours for the term) have been assigned to the course. The Marker will perform all the marking duties. The required duties of the TA will include:

- The course has ten (10) labs throughout the semester that are each three (3) hours long, for each lab:
 - The course instructor will meet with the teaching team (30 minutes each),
 - The TAs will need to setup the lab, and to do a run through of it (1 hour each),
 - The TAs will need to teach the lab (3 hours each),
 - The TAs will need to hold office hours for the students (1 hour each), and
- The course has two (2) Midterm (1.5 hours each), and one (1) Final Exam (3 hours), that the TAs will proctor (5 hours total)
- The TA was develop additional questions for a questions bank (Additional Duties)

Other information that the course instructor has about the course is:

- The lab reports are submitted in an Assignment Box, a solution manual and marking rubric is provided, and the lab report marks will need to be compiled on eClass, and
- None of the exam dates are known at this time, and will be determined in the second week of classes.

Based on the information provided above, the time use section can be completed in the MECE TA Contract as shown in Table 7. The average weekly hours calculated for the TA to complete their duties 3.6 hours. This is less than the 4 hours that the TA was originally assigned in TA and Marker Application. In this case, the small hour discrepancy is allowed as the TA is predicted to not exceed their assigned hours. If the hours required to complete the duties are significantly more than the assigned hours, then the TA Coordinator should be contacted. If the hours required to complete the duties are significantly less than the assigned hours, then the course will be investigated in future semesters.

The completed other parts of the MECE TA Contract are provided below in Figures 11 and 12, and the MECE TA Contract (Filled In Example) linked above. In these Figures, the text that has been filled in is displayed in **Red Bolded**, while the checkboxes that have been checked have been highlighted in **red**.

Table 7: Completed Time use estimate table from MECE TA Contract

Duties	Frequency (#/ term)	Time Required (Hrs)	Total Time for Duty (Hrs/term)
Tutorial Sessions	0	0	0
Teaching Team Meetings	10	0.5	5
Prepping for Labs/ Seminars	10	1	10
Teaching Labs/ Seminars	10	3	30
Office Hours for Students	10	1	10
Marking Assignments	0	0	0
Marking Lab Reports	0	0	0
Proctoring Exams	1	6	6
Additional Duties	1	6	0
Total Hours Per Term (Sum of Total Time for Duties)			67
Average Hours per Week (Total Hours Per Term / 17)			3.9

Job Expectations

Assignments and Lab Reports

Evaluation Method	How students submit Assignments / Lab Reports				
	N/A	Online	eClass	Assignment Box	Other:
Assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab Report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

A solution key and marking rubric **will** ☒ / **will not** ☐ be provided. The TA should work through the assignments, even if a key is provided.

The TA will supply the compiled list of grades to:	N/A	eClass	Google Drive	Other:
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Proctoring Exams

The TA **will** ☒ / **will not** ☐ be needed for proctoring exams. Fill in "TBD" if dates of exams are unknown.

Note: Ensure hours are assigned to "Proctoring Exams" in the Time Use Estimate section if the TA will be proctoring exams.

Exam	Midterm 1	Midterm 2	Midterm 3	Final Exam
Exam Date	TBD	TBD		TBD

Additional Duties and Notes

***If you assigned hours to "Additional Duties" in the Time Use Estimate Section please explain what they are below. You may also add any general notes that are applicable:

The TA will have to develop questions for a questions bank

Acknowledgements

The TA must check off their acknowledgements for following statements below:

<input checked="" type="checkbox"/>	I have attended the TA Boot camp,
<input checked="" type="checkbox"/>	I am currently enrolled a thesis based program (MSc or PhD), and am in good academic standing,
<input checked="" type="checkbox"/>	I am eligible for employment on the University of Alberta campus (Permanent Resident or a valid Student Visa),
<input checked="" type="checkbox"/>	I have informed my Supervisor that I have accepted this TA position,
<input checked="" type="checkbox"/>	I will pay tuition fees and be available for the entire academic term,
<input checked="" type="checkbox"/>	I have informed the course instructor of any absences/vacations I have during the semester,
<input checked="" type="checkbox"/>	I will complete any additional training required for the position,
<input checked="" type="checkbox"/>	I understand the FOIP requirements for dealing with student assignments,
<input checked="" type="checkbox"/>	This TA position is the only TA or Marker position that I have been assigned to this academic term, and
<input checked="" type="checkbox"/>	I am not holding additional Graduate Teaching Assistantships (GTA), or Graduate Research Assistantships (GRAs) that would exceed a total of 12 hours per week of employment

By signing below I accept my assigned position and confirm that I will be able to complete all of the tasks identified above.

Teaching Assistant (Printed Name)	TA Name	Course Instructor (Printed Name)	Course Instructor Name
Teaching Assistant (Signature)	TA Signature	Course Instructor (Signature)	Course Instructor Signature
Date Signed	Signed Date	Date Signed	Signed Date

Figure 12: Filled in MECE TA Contract - Page 2

Expectations and Duties

A TA or a Marker position represents formal employment with the Department of Mechanical Engineering therefore graduate students are expected to act and present themselves in a professional manner. The duties that can be assigned to a Marker and TA vary. When handling undergraduate student assignments, the TA or Marker must ensure they follow the guidelines laid out by the Freedom of Information and Privacy Guide. In the event that a TA or Marker's performance is unsatisfactory, disciplinary action may be taken that may result in the termination of the appointment.

A TA is expected to complete their duties as described in the MECE TA Contract, the typical duties of a TA are listed below:

- Running tutorial sessions,
- Attending teaching team meetings,
- Prepping for labs or seminars,
- Teaching labs or seminars,
- Holding office hours for students,
- Marking assignments,
- Marking lab reports,
- Proctoring exams, and
- Additional duties at the discretion of the course instructor that fall within the scope of work allowed by the GSA Collective Agreement.

As a Marker, the duties you can be assigned are duties that require no self study or previous background in the course contents, these may include:

- Picking up of assignments, lab reports, and exams from TAs, course instructor, eClass, or assignment boxes,
- Marking of assignments, lab reports, and exams with a provided solution manual and marking rubric from the course instructor,
- Entering of grades from marked assignments, lab reports, and exams into a Marking Spreadsheet or eClass,
- Returning assignments, lab reports, and exams to TAs, course instructor, or eClass, and
- Any other responsibilities deemed reasonably necessary for the successful delivery of course content, provided the following principles apply:
 - Duties should not include directly assisting students (online office hours, etc)
 - Other duties as assigned should not exceed the amount of time spent on primary grading duties (ie. supplementary duties should be secondary to grading duties)

If a graduate student is unable to temporarily perform their duties due to illness or other related causes, they must contact both the course instructor and teaching team (other TAs and

Markers) to ensure that someone can cover their duties. If a graduate student is unable to perform their duties permanently they must contact both the course instructor and TA Coordinator.

The GSA Collective Agreement ([Link](#)) contains information on Vacation, Medical, Compassionate, and Bereavement leave.

Freedom of Information and Protection of Privacy

When performing the duties of a TA or Marker, graduate students may handle undergraduate student's assignments which contain personal information about them. TAs and Markers must be aware of their Freedom of Information and Protection of Privacy (FOIP) Requirements as listed below:

- Collecting and Returning Student Work ([Link](#))
- Disposal of Personal Information ([Link](#))
- FOIP Guide ([Link](#))

When dealing with undergraduate student assignments TA and Markers should be aware of the following information:

- If they have old student's assignments, papers, or exams in their possession, please ask the Course Instructor if they can be disposed of. If they approve of this, assignments can be brought to the Department Reception (DICE 10th floor) for secure shredding.
- For the return of graded student work, TAs and Markers should inquire with the Course Instructor if they have a signed waiver with students to store graded assignments in a specified publicly accessible area. If not, the TA or Marker must arrange with the Course Instructor regarding the process of confidential return of graded student work
- Unless otherwise approved, when a TA or Marker has a student's assignments, papers, or any other documents with personally identifiable information of students, this information needs to be secured when not under direct control. This can be accomplished by locking up student documents in a graduate student's assigned pedestal unit or filing cabinet. Under no circumstances should student documents be left out in the open, even in locked office spaces.
- If proper precautions are not taken by TA or Markers to ensure the proper storage of student information, then future TA or Marker appointments in the Department may be affected.

Discipline and Termination

If a Course Instructor finds the performance of their assigned TAs or Markers unsatisfactory, disciplinary actions may be taken which could lead to termination of a TA or Marker position. Dispute resolution and disciplinary action is approached in a progressive system that allows graduate students the chance to demonstrate their adherence to the requirements of the position. The progressive system takes the form of a 'three strike' approach as listed below:

Baseline - Expectations of TA or Marker Set:

Prior to the start of the term, the Course Instructor will clearly lay out (in writing) the expectations of the course for the TAs and Markers, this may take the form of the MECE TA Contract and/or a Teaching Team welcome email

Strike 1 - TA or Marker does not perform duties, or is absent, negligent, or otherwise unsatisfactory in their performance:

The issue should be dealt with immediately by scheduling a meeting between the TA and Course Instructor. The Course Instructor should clearly identify what the issue was and what needs to be done to correct it. All correspondence pertaining to the issue must be documented in writing and it is recommended that the TA Coordinator is copied on this communication. It is recommended in this meeting for the course instructor to state that this is 'Strike 1' for the TA or Marker. **No official discipline of the TA at this stage, dealt with between student and Course Instructor.**

Strike 2 - Repeat or new issue:

A repeat or new issue is elevated to the Department Manager and TA Coordinator by the Course Instructor. The Department Manager and TA Coordinator will meet with the student and the Course Instructor and will involve Faculty and Staff Relations if appropriate; The involvement of Faculty and Staff Relations is a requirement of the GSA Collective Agreement. If the issue results in a clear risk to the quality of the course, then the Department may allocate a replacement TA or Marker to the course in the interim pending ongoing investigation and discipline. **Depending on the outcome of the meeting, the Department Manager, TA Coordinator, or Associate Chair (Graduate) may issue a written letter of discipline which the graduate student may appeal.**

Strike 3 - Third issue:

The issue is elevated to the Department Chair and Associate Chair (Graduate). **If satisfactory resolution is not found, then the TA or Marker appointment will be terminated.** A letter will be added to the student's file describing the circumstances leading to their TA appointment

being cancelled. The student will be provided with an opportunity to rebut this letter by supplying, in writing, an explanation of events from their perspective.

Important: Safety or significant behavior issues, come with less tolerance. In extreme cases (where safety is flagrantly violated), Strike 1 may be enough to terminate a TA or Marker position.

For more information please refer Articles 23 to 25 in the GSA Collective Agreement ([Link](#))

Evaluation

Self Evaluation

At the end of the academic term TAs are asked to fill out a Self Evaluation Form. This self evaluation form requires the TA to answer questions about:

- Their overall and course specific experience level,
- Their estimated or recorded hours for the term,
- General comments or feedback you have about the entire TA Process

The answers provided in the Self Evaluation Form are used to make changes to both the TA Process and future TA positions in future semesters.