

Department of English Graduate Assistantship (GA) Guidelines

- Both Professors and GAs must follow the rules and regulations outlined in the collective agreement; both Professors and GAs are responsible for being aware of these rules and regulations.
- Under their collective agreement, GAs are limited to working 135 hours per term; GAs should work an average of 10 hours per week (though this may not always be possible), and may not work more than 20 hours in any one week. GAs are responsible for keeping track of their hours, and must inform the supervising Professor when they go over that limit. **Under no conditions are GAs allowed to work more than 135 hours per term, even if they volunteer to do so.**
- **Professors are not only the employment supervisors of GAs, but also their mentors.** Professors are responsible for being available to their GAs, for providing support and guidance, for teaching them how to do some of the tasks associated with university teaching, and for providing specific instruction and guidelines on how to satisfactorily complete the work they are being asked to perform.
- GAs are also full-time students. In fact, that is their primary role. Professors are responsible for recognizing this fact, and taking it into account when assigning work and deadlines. **Professors should do what they can to not unduly impede the ability of GAs to complete their theses, research projects, or course work.** GAs should also recognize that professors are bound by Senate policy to have a specific percentage of grades returned to students before the drop deadlines.
- GAs are restricted to assisting Professors with teaching. Assigned duties can include attending class, marking, leading discussions and workshops, gathering teaching materials, supervising exams and in-class tests, holding office hours, providing assistance to students via email, and setting up and monitoring web pages. **GAs may not assist Professors with their research, or with other non-teaching work.**
- GAs may be given the opportunity to lecture, but **cannot be required to do so.** If they give a lecture, GAs should be fully credited for the number of hours required to prepare for that lecture. If desired by GAs, Professors should attend GA lectures so that they can provide feedback and are able to discuss their teaching experience in reference letters, etc.
- GAs are required to do the assigned work in a timely fashion and to the best of their ability. **GAs should be credited with 30 minutes of work for a 4-6 page paper or in-class essay and 45 minutes for a 7-10 page paper.**

- Unless specifically told otherwise, GAs are expected to be familiar with all the required readings for the duties to which they are assigned. GAs should be credited for the hours spent reading the required readings.
- **GAs should not be required to do more than 70% of the marking for any course.** If GAs have marked all the major assignments, then they should not mark the final exam.
- Given that Professors are ultimately responsible for the marks assigned in their courses, they are responsible for providing reasonable supervision of the marking being done by GAs. **Professors are responsible for reviewing assignments marked by GAs** to ensure that the marks and comments are fair, reasonable, and consistent with the Department's marking guidelines.
- Given that final exams test students on lecture material, among other things, GAs should only mark final exams if they have regularly attended classes for that course. **(Required attendance in class counts towards the hours GAs are allowed to work).**