

Department of English Graduate Assistantship (GA) Guidelines

- Both Supervisors and GAs must follow the rules and regulations outlined in the collective agreement; both Supervisors 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.**
- **Supervisors are not only the employment supervisors of GAs, but also their mentors.** They 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 should receive credit for time spent consulting with and receiving mentoring from their supervision Professor.
- GAs are also full-time students. In fact, that is their primary role. Supervisors are responsible for recognizing this fact, and taking it into account when assigning work and deadlines. **Supervisors 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 supervisors are bound by Senate policy to have a specific percentage of grades returned to students before the drop deadlines.
- GAs assigned Supervisors to assist with teaching may be assigned duties including 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 be given the opportunity to lecture, or lead a class up to, but no more than, 2 hours of total class time. They **cannot be required to lecture or lead a class.** 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, Supervisors 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 marking in a timely fashion and to the best of their ability. for example: **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. Similarly, GAs should be credited for any hours doing assigned training for their GA role (e.g. doing online grammar modules, attending required training sessions, attending class lectures when necessary for background in the assignments they are marking).
- **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 Supervisors are ultimately responsible for the marks assigned in their courses, they are responsible for providing reasonable supervision of the marking being done by GAs. **Supervisors 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. **(See above: required attendance in class counts towards the hours GAs are allowed to work).**
- GAs may also assist Professors with meaningful research tasks. GAs should receive credit for time spent on any training required to do the assigned research tasks. GAs should not receive credit for time spent working on their own research.
- With the approval of the Graduate Coordinator, GAs may be assigned professionalizing tasks (such as event planning) or assigned to work in the Writing Centre in the Academic Support Zone.
- GA assignments are determined by the Chair and Graduate Coordinator, who will try to ensure an equitable distribution of FA support to Professors and an equitable workload to GAs.