



You must be consulted about any changes to your AoD



Cheat Sheet

AOD Guidelines

Duties May Include

reading lecture materials & assigned readings, teaching, demonstrating, conducting seminars, leading discussions, supervising laboratories, preparing classes, attending lectures, training on new technology; WHMIS training, marking, providing feedback to students, consulting with students, office hours, setting up tests, exams, & lab sets, setting up of experiments, preparing written or audio-visual materials, conducting field trips, proctoring exams, compiling & uploading grades, conferring with the Supervisor as required, providing research assistance or other academic support assistance, monitoring & animating class discussion on educational technologies, the internet, or on email, and other related duties.



AoD Meetings

Start of Term - Before the Start of your Duties

- This is where you may negotiate your duties with your Course Supervisor.
 - Example 1:** You may ask for prep time to be included in your duties.
 - Example 2:** If you know an assignment will take longer to mark than the allotted hours, ask for more.

Midterm Meeting Check-In

- Assess the remaining hours in the contract
 - Some hours may be moved around
- If there's marking to do past the end of term, decide if you wish to work during that period.

AoD Must Include



All Contract Hours



Estimated Hours Per Duty

Weekly Hours Breakdown

Number of Students Assigned

Pro Tip



Number of hours assigned for a marking duty divided by the number of students = time per assignment. Will help decide whether the allotted hours are realistic.



See Article 14 of Collective Agreement

TRACK YOUR HOURS!