



Memorandum

To: Graduate Teaching Assistant
From: Department of Psychology
CC: Academic Director Graduate Studies
Date: 2026/2027 Academic Year
Re: Graduate Teaching Assistant Duties and Responsibilities

This memorandum outlines the essential duties and responsibilities associated with your Graduate Teaching Assistant (GTA) position. Your role is critical to the academic success of our undergraduate students and the smooth functioning of our courses.

As a GTA, you are expected to fulfill all assigned duties, which may include, but are not limited to:

- Proctoring midterm and final examinations.
- Preparing and printing examination materials.
- Marking assessments, assignments, and exams in a timely and fair manner.
- Being present for all scheduled teaching activities, office hours, and other assigned responsibilities.
- Keep detailed record of hours worked

Though an instructor will do their best to estimate GTA duties and allocated hours for a given course at the beginning of the term, it is possible that new GTA duties may arise throughout the term that were not originally included in the GTA Time Use Guideline Form. These duties are considered a reasonable request, as long as the total number of GTA hours does not exceed the GTA contract.

Due to current funding limitations and the department's commitment to fiscal responsibility, please be advised that we will no longer be engaging proctors or markers to undertake duties that fall within the purview of the assigned GTAs responsibilities. The expectation is that all GTAs will fully complete the tasks for which they have been contracted.

We understand that unforeseen circumstances can arise, and we encourage you to communicate proactively with your supervising course instructor and the department if you anticipate any difficulties in fulfilling your duties.

We appreciate your dedication and contribution to the department.

Sincerely,
Lauren Guillette, Associate Professor, Academic Director of Graduate Studies

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

○ Graduate Teaching Assistantship (GTA) ○ Graduate Teaching Assistantship-Primary Instructor (GTA-PI) ○ Graduate Research Assistantship (GRA) Examples (GTA): marking exams, teaching labs/tutorials, exam preparation, grading assignments, etc.) Examples (GRA): literature searches, lab duties, data analysis, etc.)	Hours
Total Hours:	

○ **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



Supplemental Assistantship Duties & Allocation of Hours Checklist

Department of Psychology Addendum to the Graduate Assistantship Time Use Guideline Form

Note: This document serves as a detailed breakdown of the “Duties/Activities” outlined in **Section II** of the official **Appendix C**. The purpose is to assure that all required duties, including administrative and Canvas tasks, are explicitly stated and can be performed within the assigned hours.

1. General Expectations

- Initial Meeting: The Course Instructor and Graduate Assistant must meet at the start of the term to review these duties and allocation of hours (1 hour minimum). There should be a midterm review of duties and allocation of hours (0.5 hours minimum).
- Hours Limits: Total hours, including this supplement, must not exceed the 192 hours per four-month term (average 12 hours/week); or 96 hours per four-month term (average 6 hours/week).

Department: Psychology	Course Code & Title:
Name of Student:	Graduate Assistantship Supervisor:
Type of Appointment (select one): GTA	Total Average Hours Per Week:



Description of Duties and Allocation of Hours

Task Category	Explicit Duties & Sub-Tasks	Estimated Hours	Revised Hours
Instructional Support	Select item		
	Select item		
	Select item		
	Select item		
Course Assessments	Select item		
	Select item		
	Select item		
	Select item		
	Select item		
Learning Management System (Canvas)	Select item		
	Select item		
	Select item		
	Select item		
	Select item		
Communication	Select item		
	Select item		
	Select item		
	Select item		



Task Category	Explicit Duties & Sub-Tasks	Estimated Hours	Revised Hours
Additional tasks not listed			
Total Hours	Must match "Total Hours" in Section II of the Time Use Guideline Form		



Description of Duties and Allocation of Hours

Assignment	# of Assignments	Time per Assignments	Total hours (#*time)/60 mins)	Anticipated Date available to TA	Turnaround time

Student Signature:	Course Instructor Signature:
Date Signed:	Date Signed: