

Sessional Assignment of Work (As per Article X)

10.01 An employee is expected to carry out the assigned duties/requirements to effectively teach, as determined by the Chair/Director (or designate) of her/his Department and subject to the provisions of Article XXI, a University degree credit course(s). Such assigned duties/requirements shall include, but not be limited to, teaching, contact hours, preparation, demonstrating, supervision of field trips, grading and marking, student office visiting hours, Departmental activities and any other such duties as assigned.

10.02

(a) The University agrees that the Chair/Director (or designate) of the employee's Department shall meet with the employee to discuss the assigned requirements, normally at least fifteen (15) days prior to the commencement of her/his semester in which the course is to be taught. The Chair/Director (or designate) shall inform the employee, in advance of the meeting, of her/his right to be accompanied by a representative of the Union if she/he wishes.

(b) At this meeting the employee and the Chair/Director (or designate) will discuss all relevant aspects of duties associated with the work assignment, including but not limited to the following: TAs' assistance; TA coordination/direction; contact hours; anticipated number of students; course content and material; library resources; course content previously taught; anticipated examinations and/or assignments; office hours; Departmental resources; and commitments to the Department and Departmental commitments to the employee (e.g., work components assigned per 10.01 and grading strategies).

(c) Where an employee, subsequent to the above initial meeting, has reason to believe that she/he has been given unreasonable expectations, the employee may request a meeting with her/his Chair/Director (or designate) to resolve the problem. Additional meetings between the employee and her/his Chair/Director (or designate) may be required.

(d) Any meeting(s) shall be considered regular work time and shall occur normally within two (2) days of receipt of such request.

(e) A summary of the details agreed upon at such meetings shall be provided, in writing, by the Chair/Director or designate, signed by the Chair/Director (or designate) and the Employee, and shall constitute the 'Work Agreement' for the course.

10.03 The University agrees that the assignment of work shall be consistent with the provisions of this Agreement.

10.04 Employees may be required to provide only their '@uoguelph.ca' email address and University provided office/department phone number (if applicable) to students.