

APPENDIX M

WORKLOAD FORM FOR UNIT 2 TYPE 2 POSITIONS

Type 2 positions (i.e., Tutor 1, Tutor 2 (Demonstrator: 3 lab hrs/wk), Tutor 6 (Studio Instructor), Visual Arts Tutor 6, Tutor 7 (Miscellaneous), or Instructor (Faculty of Education) positions)).

**YORK UNIVERSITY
[Department & Faculty]**

Assignment of Duties for Type 2 Positions

(Copy to Employee, Course Director/Supervisor, Hiring Unit's Administrative Assistant, and CUPE 3903)

Course Supervisor

Course #

Employee

Position Type (e.g., Tutor 2, Tutor 6)

Section/Tutorial # and No. of students
Per group (if applicable)

Faculty/Department

Assigned Duties (as total number of hours)
(Employees need not be assigned duties in all categories)

(A) POSSIBLE DUTIES	DETAILS	HOURS	
		First contract Meeting	Second (mid-Meeting
<i>Tutorial, Lab, Studio Hours</i>			
<i>Lecture Attendance</i>			
<i>Office Hours</i>			
<i>Preparation</i>			
<i>Grading – Assignment/Test #1</i>			
<i>Grading – Assignment/Test #2</i>			
<i>Grading – Assignment/Test #3</i>			
<i>Exam Grading</i>			
<i>Meetings</i>			
<i>Invigilation</i>			
<i>Training (as per Article 10.04.5)</i>			
B) POSSIBLE DUTIES WITH CONSENT			

<i>Lecturing</i>			
<i>Other (Please Detail)</i>			
<i>Other (Please Detail)</i>			
TOTAL HOURS: (Max 135 hours for each assignment)			

First meeting date: _____

Second meeting date: _____

Signature of Employee

Signature of Employee

Signature of Course Supervisor

Signature of Course Supervisor