

Graduate Assistant – Faculty Supervisor Start of the Semester Meeting

Per the Graduate Employee Union (GEU) contract, faculty supervisors are expected to meet with their TAs *at the outset of the appointment and as questions arise* during the appointment to discuss the work location(s), travel requirements, and scope and pattern of duties. This discussion should also account for how the TA is expected to spend their time in fulfilling specific duties, including descriptions of authorized travel, approximate enrollment information, and an approximate schedule of course activities. **The College of Social Science must have this completed form on file for every TA in the College by the end of the first week of classes.**

Unit:

The start of the semester meeting was held on _____ to discuss both the workload and expectations of the TA appointment.

Comments (Optional):

TA Printed Name

TA Signature

Date

Faculty Supervisor Printed Name

Faculty Supervisor Signature

Date

Please have the Graduate Program Director upload this completed form on the College's D2L page, under the "Start of the Semester TA Meeting Forms" assignment.

Note: Per the GEU contract, TA appointments shall average 10 hours (1/4 time), 20 hours (1/2 time) or 30 hours (3/4 time) per week over the length of a semester appointment. The specific number of hours in any week may vary from the average according to the needs of the employing unit. However, over the course of the semester appointment, the average number of hours worked per week shall not unreasonably exceed the above. The Employer also recognizes the number of work hours in a week may be limited by applicable law and regulation for employees with certain visas. The terms of the contract do not authorize or permit any deviation from the applicable legal limits. A TA who believes they are expected to work more than the averages specified in the contract may request a meeting with their supervisor and/or the head of the employing unit to discuss workload expectations. See the GEU contract for additional details.