

Name: \_\_\_\_\_

**GEO Hours Tracking Form  
AY 2010-2011**

Department: \_\_\_\_\_

FTE: \_\_\_\_%

Job: \_\_\_\_\_

**TA Job Duties According to the 2009-2012 GEO Contract:**

Article II, Section B: "Teaching Assistant duties include, but are not limited to, duties primarily in support of instruction and educational services such as: leading discussion sections; leading class discussions; holding lectures; the design of course materials; exam preparation; proctoring and grading assignments or exams; holding office hours; note-taking; meeting needs of students with disabilities; and/or any other educational activity or service provided."

**Remember! Work Duties May Include:**

- ✓ Meetings with supervisors
- ✓ Meetings with colleagues
- ✓ Creation of class materials (tests, writing assignments, in-class exercises, answer keys, etc)
- ✓ Review sessions
- ✓ Film screenings
- ✓ Field trips
- ✓ Photocopying
- ✓ University paperwork
- ✓ Proctoring exams and assignments
- ✓ Filling in for colleagues and professors
- ✓ Note taking
- ✓ Meeting special needs of students with disabilities
- ✓ Required training
- ✓ Office hours even if students don't attend!
- ✓ Appointments with students
- ✓ Any other educational or activity or service provided

<b>Week</b>	<b>Tasks</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thur.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	<b>Week Total</b>
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								

Name: \_\_\_\_\_

**GEO Hours Tracking Form  
AY 2010-2011**

Department: \_\_\_\_\_

FTE: \_\_\_\_%

Job: \_\_\_\_\_

Week	Tasks	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Week Total
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Week Total
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								

**Minimum Stipends for AY 2010-2011**

- 50%, Two Semesters = \$14,280
- 50%, One Semester = \$7,140
- 25%, Two Semesters = \$7,140
- 25%, One Semester = \$3,570

**Appointment Percentages**

- 67% = 26.6 hours/week
- 50% = 20 hours/week
- 33% = 13.3 hours/week
- 25% = 10 hours/week

Are you working more hours than your appointment percentage? Contact the GEO at [geo@uic-geo.net](mailto:geo@uic-geo.net) or 312-733-9641 immediately!