

### **Description of Duties and Allocation of Hours (DDAH Form)**

Your supervisor will provide you with a job description for each TA assignment that indicates the nature of your duties and the estimated average hours for a proficient TA to perform each part thereof. Sign it, make a copy, and give the original to Christine Bulguryemez, the Financial Office Administrator. You will meet with your supervisor again halfway through the term to evaluate whether or not the initial number of your hours were correct and make any needed adjustments.

This form however cannot take into account the great variety in people's approaches to doing a particular job. You have an obligation to yourself not to be overworked. You also have an obligation to communicate with your supervisor, about ways and means of performing the duties in the hours allotted. The total hours will not be altered, so keep track of your hours and communicate with your supervisor as often as possible, if you believe that you will be going substantially over the allotted time. You may need to amend your method of grading, or the number of problems graded per problem set, or reduce the number of Aid Centre hours, etc. Your supervisor might also have some advice on how to increase efficiency without sacrificing quality of your work.

**Please inform your supervisor as soon as possible if your hours are close to being exhausted – do not wait until close to the end of the term.** Also, please discuss any concerns about the job description right at the start, and as they arise through the year.

The responsibility for avoiding overwork is a JOINT ONE between you and your supervisor!