

**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)

<b>(A) POSSIBLE DUTIES</b>	<b>DETAILS</b>	<b>HOURS</b>	
		First Meeting	Second (mid-contract) 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>B) POSSIBLE DUTIES WITH CONSENT</b>			

<i>Lecturing</i>			
<i>Other (Please Detail)</i>			
<i>Other (Please Detail)</i>			
<b>TOTAL HOURS:</b> (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