

Name: _____

GEO Hours Tracking Form

Department: _____

FTE: ____%

Job: _____

TA Job Duties According to the 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 special needs of students with disabilities; and/or any other educational activity or service provided.

Remember! Work Duties May Include:

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

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

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

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 or 773-309-1428 immediately!

Name: _____

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Department: _____

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

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Department: _____

FTE: ____%

Job: _____

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

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