

APPENDIX C: Job Description Guidelines

GUIDELINES FOR PREPARING THE *DESCRIPTION OF DUTIES & ALLOCATION OF HOURS FORM* (included as Appendix B) FOR EMPLOYEES COVERED BY THE CUPE, Local 2626 COLLECTIVE AGREEMENT

Purpose

The purpose of these guidelines is to assist supervisors of employees in preparing the written description of each employee's position as required by Articles of the Collective Agreement between the University of Ottawa and the Canadian Union of Public Employees, Local 2626. In formulating job descriptions, supervisors are encouraged to discuss the details of the job description with the employee involved.

Description of Duties and Allocation of Hours Form

The Description of Duties and Allocation of Hours form presented as Appendix B has been prepared to ensure a uniform approach to the description of employee positions. A careful review of the following guidelines will provide each supervisor with the information necessary to complete each job description in accordance with the specific requirements of the position and in compliance with the terms of the Collective Agreement.

How to Complete the *Description of Duties and Allocation of Hours Form*

Completion of the section on Duties involves describing the duties to be performed by the employee and providing a statement of the hours required for the completion of these duties. Using the sample list of duties described on the following pages of this Appendix, duties are to be described by functional category, followed by a statement of the individual duties involved under that category. The functional categories to be used are: training, preparation, contact, research marking/grading, and other duties. Only those duties which will form part of the employee's assignment should be listed on the form, in as much detail as necessary to adequately describe the duty.

Training: Employee participation in training programs should be reflected in this section.

Preparation: Types of preparation are presented on the following page, and all preparation duties to be required of the employee by the employer should be included. Special attention should be paid to this section for those employees who are responsible for the independent teaching, under supervision, of a course or section.

Contact: Every scheduled hour of class time is to be treated as sixty (60) minutes in describing hours of work. Care should be taken, where contact does not extend over the standard period of (13 weeks per term), to indicate the expected period of contact. The level of supervision of the employee should be indicated.

Research: Tasks associated with research are included on the following page. All research duties to be required of the employee by the employer should be included.

Marking/Grading: The nature and estimated number of assignments to be graded should be indicated, together with guidance as to the appropriate amount of time which should be devoted to marking each class assignment. The estimated enrolment should be used in determining marking hours. If the marking workload will be unevenly distributed during the term, this should be stated. Should the number of assignments to be marked exceed the original estimate, supervisors must take appropriate measures to ensure the total time allocation for marking/grading is not exceeded (e.g., by increasing the hours allocated, by reducing the number of assignments to be graded, or by other measures). Similarly, supervisors should verify as early as possible that the time allocated per assignment has been appropriately estimated.

Other duties: These should be described in the same manner as the major categories discussed above. Also, this section should reflect attendance at mid-course review meetings. **“Other duties” must be consistent with Articles 4 and 31.2-of the Collective Agreement.**

The “total hours” for the assignment is the sum of the hours per session given for training, preparation, contact, research, marking/grading, and other duties.

Revision of Job Description

Should it become necessary to revise the description of duties and/or the allocation of hours, refer to **Article 31 of the Collective Agreement**. Note that this article requires that the revision be discussed with the employee. A revised “Description of Duties and Allocation of Hours” form should be prepared and provided to the employee, and for the Department's records.

THE FOLLOWING DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE JOB DESCRIPTION:

Training

- _____ Attending employee training sessions
- _____ Attending Health and Safety training sessions
- _____ Web CT and Virtual Campus training
- _____

Preparation

- _____ Preparing course outline
- _____ Selecting relevant texts
- _____ Preparing discussion outlines
- _____ Preparing handouts
- _____ Preparing reading lists
- _____ Preparing bibliographies
- _____ Designing and preparing tests/examinations
- _____ Preparing assignments/problems sets
- _____ Reading texts/manuals/source materials
- _____ Preparing tutorial/lecture notes
- _____ Preparing audiovisual materials
- _____ Attending supervisor's lectures/seminars
- _____ Attending supervisor's labs/tutorials
- _____ Announcing special seminars/workshops
- _____ Consulting with course supervisor
- _____ Preparing/setting up laboratory materials
- _____ Uploading files to Web CT
- _____

Research

- _____ Designing surveys and questionnaires
- _____ Primary and Secondary Data Collection
- _____ Interviewing
- _____ Discussion and Meeting with the Supervisor
- _____ Team Meetings
- _____ Data Entry
- _____ Data Analysis
- _____ Literature Review
- _____ Critical Analysis
- _____ Lab Work
- _____ Learning
- _____ Developing Tools (e.g. Simulation tools)
- _____ Writing and Preparing Reports and Presentations
- _____ Presentations
- _____ Field Work
- _____

APPENDIX C (CONTINUED)

Contact Time

- _____ Conducting lectures
- _____ Conducting tutorials / seminars / practical
- _____ Conducting special seminars/workshops
- _____ Demonstrating in laboratory
- _____ Demonstrating in language laboratory

- _____ Demonstrating equipment outside class
- _____ Demonstrating problem solving
- _____ Tutoring individuals (not in centre)
- _____ Leading field trips
- _____ Office hours
- _____ Consulting with students outside office hours
- _____ Reading and responding to students' emails
- _____ Online discussion groups
- _____

Marking/Grading

- _____ Language tapes
- _____ Problem sets
- _____ Computer programs
- _____ Data sheets
- _____ Laboratory reports
- _____ Checking lab books
- _____ Book reviews
- _____ Oral presentations
- _____ Demonstrations
- _____ Projects
- _____ Essays (indicate page length)
- _____ Quizzes
- _____ Mid-terms
- _____ End-of-term tests
- _____ Examinations
- _____ Entering grades onto computer
- _____

Other Duties

- _____ Exam invigilation
- _____ Preparation for proctoring (ex. Transporting exams, counting exams, preparing class lists, etc)
- _____ Time spent after proctoring (ex. Alphabetizing exams, transporting exams, etc)
- _____ Calculating/recording/tabulating grades
- _____ Meetings with other employees
- _____ Clerical (e.g., photocopying handouts/ readings)
- _____ Other Duties (Please Describe)

NOTES:

1. This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.
2. The list is not a substitute for clearly itemizing duties on the front of the form. Select appropriate duties and transfer to the appropriate section of the form, assigning a sufficient time allowance to each.
3. When allocating time for marking, indicate the number of individual items to be marked and the time allotted for each item. If the number of students is not known, estimate as accurately as possible and revise as necessary during the mid-course review. For contact hours indicate the number of hours per week and the number of weeks.