Online Teaching Assistant Workload Form in FRIS

Please keep the following in mind when determining your TA/Marker workload(s):

➢ Any **administration work** that the TA/Marker will be required to do (i.e., dealing with student emails; coordinating TA/Marker meetings; reporting to you, etc.);

➢ The **preparation time** required to complete the main duties (i.e., reviewing materials; attending trainings; receiving instructions., etc.);

➢ The **actual start and end dates** of the work to be completed under contract (i.e., post-exam contact, etc.); and,

➢ If any **evaluation/marking** is required, the breakdown of expected hours per assignment.

We refer you to the following article of the TRAC-TA Collective Agreement:

16.08   The Employee is primarily responsible for ensuring that the assigned duties and responsibilities of the assistantship are completed within the time allocated. However, the parties want to highlight the importance of good communication between the Employee and their supervisor during the whole contract and that this responsibility is mutually shared. As appropriate to the contract, meetings between the Employee and the supervisor shall be held regularly to assess the number of hours worked in relation to the tasks completed and the quality of work.

- **Log-in to FRIS:**

Log in to the Faculty Resource Information System (FRIS): https://fris.concordia.ca using your MyConcordia Netname and password.

Note that:

- ○ Google Chrome and Safari browsers work best with FRIS.
- ○ Please see "How to Fix IE Browser Compatibility" steps at the end of this document to adjust FRIS compatibility with the Internet Explorer (IE) browser; if needed.
- ○ FRIS is not compatible with the Firefox browser.

- **After you log-in to FRIS:**

  1) Access the TA Workload form page:

  Go to: **Courses – TRAC (TA Workload form)**

2) Search for a student to assign a course for the workload form:

    i.   Click on "Input TA Workload Form"

    ii.   Look up the student by student ID, First Name or Last Name; click on "Search"

    iii.   Click on the blue arrow " ", the following window will open

iv. Click on "Search" to select the course for which the workload form is being prepared.

Note: you can only select the courses that are assigned to you in the academic year.

Select Course | Assigned Workload Forms (13)

Academic Year: 2018 - 2019   Session: F-F/W-W
Faculty: John Molson School of Business   Department: Finance
Course Name/Number: Title:

Search

Select	Course	Title	Days	Time
☐	ADMI 201 /2- A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	M------	14:45-17:30
☐	ADMI 840 /2- A	FINANCE: INVESTMTS & CORP FINANCE	M------	14:45-17:30
☐	COMM 220 /2- A	ANALYSIS OF MARKETS	M------	11:45-14:30
☐	COMM 220 /2- B	ANALYSIS OF MARKETS	-T-J---	13:15-14:30
☐	COMM 220 /2- BB	ANALYSIS OF MARKETS	-T-----	17:45-20:15
☐	COMM 220 /2- C	ANALYSIS OF MARKETS	-T-J---	14:45-16:00
☐	COMM 220 /4- DD	ANALYSIS OF MARKETS	-T-----	17:45-20:15

v. Select the course(s) and click on "Confirm Course Selections"

Select Course | Assigned Workload Forms (4)

Academic Year: 2018 - 2019   Session: Winter
Faculty: All Faculties   Department: Finance
Course Name/Number: admi   Title:

Search

Select	Course	Title	Days	Time
☑	ADMI 812 /4- A	ORGANIZATIONAL BEHAVIOUR: Current Issues in Organizational Behaviour	----F--	11:45-14:30
☑	ADMI 830 /4- A	MARKETING: CONSUMER PSY & DECI MAKING	--W---	14:45-17:30
☐	ADMI 832 /4- A	MARKETING: RELATIONSHIP MKTG STRAT: CODESIGN SERV EXPERIENCE	-T-----	11:45-14:30
☐	ADMI 852 /4- A	BUSINESS POLICY/STRATEGY: DEBATING STRATEGIC MGMNT	--W---	14:45-17:30

Confirm Course Selections

vi. You will be directed to the second tab "Assigned Workload Forms".

Select Course | **Assigned Workload Forms (4)**

Academic Year: 2018 - 2019   Session: Winter   Refresh

	Course	Title	Position Title	Status
✏ ❌	ADMI 812 /4- A	ORGANIZATIONAL BEHAVIOUR: Current Issues in Organizational Behaviour		Pending
✏ ❌	ADMI 830 /4- A	MARKETING: CONSUMER PSY & DECI MAKING		Pending

3) **Prepare, save and recommend the workload form:**

      i.   Click on the pen icon " ✎ "; the workload form will open as shown below:

TEACHING ASSISTANT WORKLOAD FORM

This form sets out the responsibilities of the Teaching Assistantships for the stated course. The form is to be signed at the same time that the teaching assistant contract is signed. One copy of the completed form is to be remitted to the Teaching Assistant and a copy is to be placed in the Teaching Assistant's employee file.

The allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The Course Supervisor and the Teaching Assistant are encouraged to discuss any difficulties with the allocation of these objectives well in advance of the end of the term in order to best deliver the needs of the course and with due consideration to the peak periods. If revisions are required, the Course Supervisor and Teaching Assistant shall meet within 2 weeks of mid–term to review the objectives and make appropriate revisions.

Position Marker

Course Name CIVI 498 /2- LL LEC

Department Building Civil & Environ Engineering

Faculty Gina Cody School of Engineering and Computer Science

Course Number 498   Section LL 1   Term Fall

Approximate Number of Students Registered in the Class 0

Approximate Number of Students in the TA's conferences/labs 0

Name of Course Supervisor HARDY,Nadia

E-mail _____   Telephone 3233

Name of Teaching Assistant _____

Concordia Status (indicate degree program and year) Independent Study Plan - Graduate Professional Skills 2014

Employee/Student ID --------/_____

E-mail _____   Telephone _____

Contract start date: 2018/09/27   Contract end date: 2018/12/03

Objectives	Total hours per term per responsibility	Comments	Revision of allocation of responsibilities
Meeting(s) with Course Supervisor Training, establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.	0		

ii. Note the following when filling the form:

➢ You must choose a position title: Teaching Assistant or Marker

	Course	Rel	Activity	Title
Course Info: ⦿	ADMI 812 /4- A		LEC	ORGANIZATIONAL BEHAVIOUR: Current Issues in Organizational Behaviour

Position ✓ Please select postion
            Marker
Departr   Teaching Assistant

➢ You must enter a value, in the "Total hours per term per responsibility" column, for at least one duty

Objectives	Total hours per term per responsibility	Total hours per term per responsibility (Revised)	Comments
Meeting(s) with Course Supervisor Training, establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.	20	0.00	Training
Reading Read the required material for the class and other secondary material necessary for the preparation of conferences and class discussions	0.00	0.00	

> ➢ You must specify the contract start date and end date – these limit the period that the students are expected to be working on this contract.

Please note that the system defaults the dates to the **start** and **end date of classes**; **final exam dates are not included** and therefore, must be reflected in the workload form as required.

Name of Course Supervisor: Ch   Chen, Yu–Ping

Email ingrid.chadwick@concor   .ca/yu–ping.chen@concordia.ca Telephone 2{

Name of Teaching Assistant Gh

Concordia Status (indicate deg   udy Plan – Graduate Professional Skills 2014 \

Employee/Student ID ----------

Email ghada.al–araj@concordia

January 2019	S	M	T	W	T	F	S
1	30	31	1	2	3	4	5
2	6	**7**	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

Proposed Contract Start Date: 2019/01/07   Proposed Contract End Date: 2019/04/13

iii. The **contract dates** as well as the **total hours** will be the same on the contract issued for the workload form being prepared.

E-mail communications, online course management, and other contact hours

Indicate all other contact hours that the TA is expected to fulfill (including e–mail communications, inperson contact, telephone conversations, contributing to content management systems, and other electronic communications).   20   0.00

Evaluation/Grading

Indicate nature of assignment/exam(s), the approximate hand–in date (except for final exams), the method of marking, and approximate time allocated per student for grading, as well as the number of students the TA will be responsible for under each assignment/exam   10   0.00

Total Hours: 30.00

iv. Once the workload form is ready, click on "Save Workload Form"; the workload form will remain at the "Pending" status in the system until it is recommended.

Note:

➢ As long as the workload form is at the "Pending" status, changes can be made on the form.
➢ Click on "Save Workload Form" every time you make changes to the pending form.
➢ To cancel a pending workload form, see point 4 below.

ACKNOWLEDGED:

Chair of Department: _____

Date: _____

Course Supervisor: _____

Date: _____

Teaching Assistant: _____

Date: _____

REVISION OF OBJECTIVES:

Chair of Department: _____

Date: _____

Course Supervisor: _____

Date: _____

Teaching Assistant: _____

Date: _____

[Save Workload Form]

v. The workload form is now saved; the "Recommend Workload Form" button appears on the left side.

➢ Click on "Recommend Workload Form": **no more changes can be done**; however, the form is still a draft and can be cancelled and redone in the system.

➢ To cancel a recommended workload form, see point 5 below.

Chair of Department: _____

Date: _____

Course Supervisor: _____

Date: _____

Teaching Assistant: _____

Date: _____

[Recommend Workload Form]   [Save Workload Form]

4) Cancelling a "Pending" workload form:

  i. Go to Courses – TRAC (TA Workload form)
  ii. Check the "Pending" status
  iii. Click on "Search" – you will get a list of all the pending workload forms
  iv. Click on the red x to delete the workload form

5) Cancelling a "Recommended" workload form:

  i. Go to Courses – TRAC (TA Workload form)
  ii. Uncheck the "Pending" status and check the "Recommended" status
  iii. Click on "Search" – you will get a list of all the recommended workload forms
  iv. Click on the red x to delete the workload form

6) Signing the workload forms:

  i. Go to "View TA Workload Form"

  ii. The forms must be recommended in the system.

  iii. The "Recommended" status must be checked – no other status should be checked at the same time.

  iv. Click on "Search", the two sign buttons appear as sown below:

> To sign ALL workload forms that are still at the "Recommended" stage: click on "Professor Batch Sign All TA Workload Forms"

> To sign a selected number of workload forms that are still at the "Recommended" stage: select the workload forms that need to be signed and click on "Professor Batch Sign Selected TA Workload Forms"

> When you click the "Batch Sign…" buttons, the workload form will appear. You may then review and sign it by clicking on the "Sign" button at the bottom of the document.

> ➢ Should the workload form fail to appear, your browser is likely blocking pop-ups from FRIS. You will need to enable your browser to open pop-ups in order to complete and sign the workload form.

> **NOTE:** when the workload form is signed by the professor/supervisor, the system sends an email to:

>> ➢ The Academic Unit Heads: notifying them that the workload forms are ready for their signatures – Academic Unit Heads view the form in FRIS.

> **NOTE:** when the workload form is signed by the Academic Unit Heads, the system sends an email to:

>> ➢ The students: notifying them that the workload forms are ready for their signatures – students view the form on their students' portals.

7) Once the workload form is signed by the students and the academic unit heads, an email is sent to the departments' FRIS users to notify them to issue the contracts in the system.

   *FRIS users: staff members that work on the TA modules in FRIS.

8) Cancelling a signed workload form: please send an email to your Dean's office to request the cancellation of a signed workload form. A reason for cancellation is also required.
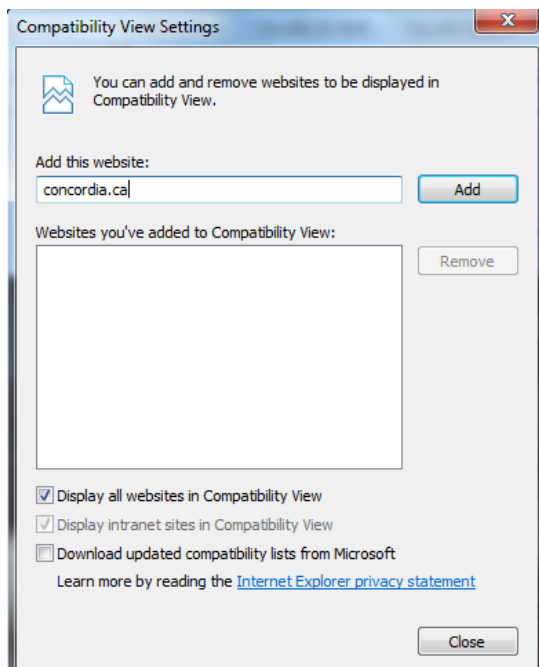
   Please ensure to notify the concerned students about this cancellation.

How to Fix IE Browser Compatibility

1. Open an IE web page.
2. On the top bar, go to "Tools" and click on "Compatibility View Settings".
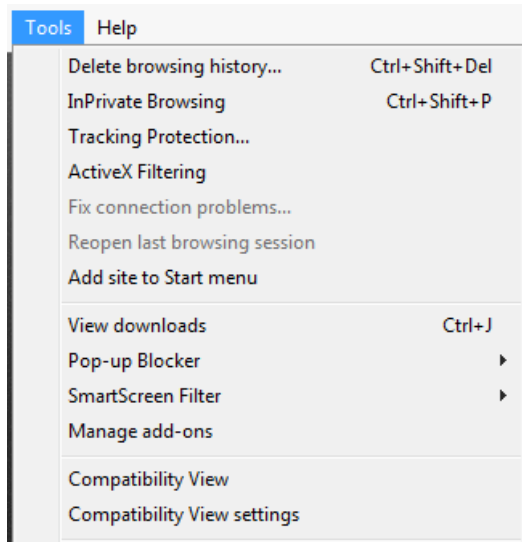
3. Enter "Concordia.ca" in the "Add this website" white box, click on "Add" then "Close".

4. The problem will be resolved and you may log in to FRIS again and access the courses.