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](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.

If you have any questions or require any assistance in using FRIS, please write: fris-help@lists.concordia.ca

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

  1) **Access the TA Workload form page:**

  Go to: Courses – Course Assignment – Workload (TA)
2) **Search for a student to assign a course for the workload form:**

   i. Click on “Input TA Workload Form”

   ![Input TA Workload Form](image)

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

   ![Search student](image)
iii. Click on the blue arrow “”, the following window will open

![Image of the window showing the Select Course tab]

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

![Image of the window showing the Select Course tab with courses listed]

v. Select the course(s) and click on “Confirm Course Selections”
vi. You will be directed to the second tab “Assigned Workload Forms”.

3) Prepare, save and recommend the workload form:
   i. Click on the pen icon “📝”; the workload form will open as shown below:

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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: CIV 408/2 - LL, LEC
Department: Building Civil & Environ Engineering
Faculty: Gina Cody School of Engineering and Computer Science
Course Number: 408  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: 2033

Name of Teaching Assistant

Concordia Status (Indicate degree program and year): Independent Study Pan - Graduate Professional Skills 2014
Employee/Student ID:  Telephone:
E-mail:  Telephone:

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

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Total hours per term per responsibility</th>
<th>Comments</th>
<th>Revision of allocation of responsibilities</th>
</tr>
</thead>
</table>
| 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 | | |
```
You must enter a value, in the “Total hours per term per responsibility” column, for at least one duty.
- 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.

<table>
<thead>
<tr>
<th>Name of Course Supervisor:</th>
<th>Chen, Yu-Ping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:ingrid.chadwick@concordia.ca">ingrid.chadwick@concordia.ca</a>/yu-ping.chen@concordia.ca Telephone:</td>
</tr>
<tr>
<td>Name of Teaching Assistant Grade Plan:</td>
<td></td>
</tr>
<tr>
<td>Concordia Status (indicate degree):</td>
<td>Graduate Professional Skills 2014</td>
</tr>
<tr>
<td>Employee/Student ID:</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:ghada.al-araj@concordia.ca">ghada.al-araj@concordia.ca</a></td>
<td></td>
</tr>
<tr>
<td>Proposed Contract Start Date:</td>
<td>2019/01/07</td>
</tr>
<tr>
<td>Proposed Contract End Date:</td>
<td>2019/04/13</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>E-mail communications, online course management, and other contact hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate all other contact hours that the TA is expected to fulfill (including e-mail communications, in-person contact, telephone conversations, contributing to content management systems, and other electronic communications).</td>
</tr>
<tr>
<td>20 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation/Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate nature of assignment/exam(s), the approximate due 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.</td>
</tr>
<tr>
<td>10 0.00</td>
</tr>
</tbody>
</table>

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.

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.

**Note:** professors will have access to the workload forms that are prepared by staff members; however, each professor can only access the courses that are assigned to him/her in FRIS. The access is available at any status of the workload form: “Pending”, “Recommended”, etc.
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 shown 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”

 advisable
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 manager.fis@concordia.ca 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.