

Mechanical Engineering

**Agreement of Duties Form
For Graduate and Teaching Assistants (GA/TA)**

Name of Graduate Assistant: _____ Date: _____

Job Title: _____

Class: _____ (write N/A for GAs not associated with a class)

Name(s) of Faculty Supervising the GA/TA: _____

Instructions: Faculty member(s) and graduate/teaching assistant (GA/TA) discuss job duties and responsibilities at the beginning of the semester. The faculty and the student should then list the duties of the TA and how many hours per week each duty is expected to take. The total hours per week must be equal to the hours allotted for the TA position.

Duty (e.g. grading, office hours, prep, etc.)	Estimated Hours Per Week	Comments
TOTAL HOURS PER WEEK		

Enforcement: If the total hours per week or the hours associated with any one duty prove to be significantly different than what was originally estimated or unforeseen circumstances arise during the semester, then either the faculty member or the GA/TA can require the other to redo this form and reassign GA/TA duties at any point in the semester. If the associate chair for graduate programs reviews this form and deems the estimated hours per week unrealistic or duties inappropriate, they may require that this form to be redone and GA/TA duties reassigned at any point in the semester.

Faculty:
Signature & Date

Graduate/Teaching Assistant:
Signature & Date