



MEMORANDUM DCD #11, 2019-20

To: Chairs and Academic Directors
Cc: Chairs and Academic Directors' Assistants,
Departmental Business Officers

From: Mark Schmuckler, Vice-Dean Undergraduate

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Mary T. Silcox, Vice-Dean Graduate

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Date: 8 June 2020

Re: **Remote Guarantee - Expectations for TA-hour Assignments**

As we gear up for the Fall semester with the “**Remote Guarantee**”, we would like to encourage you to develop a unit-wide schedule of expectations for TA-hour assignments, if this is not already in place. This is particularly important this year to allow us to gather data, and plan for any additional costs related to remote teaching. Funding will be allocated to each academic unit in the form of a “**TA Bank Account**” for chairs and academic directors to deploy to instructors that require additional TA hours. Unused funds can be used for the Summer 2021 semester.

A [template](#) is provided online to request TA hours for Fall 2020 (relative to previous allocations).

Please also provide brief details on the template for instances where extra costs related to going remote are anticipated relative to usual practice. This may include, but is not limited to, TA support augmentation required for course preparation and/or delivery such as: creating asynchronous lectures and demonstration materials, creating and overseeing remote testing (e.g., *Quercus* quizzes, *ProctorU*), arranging testing accommodations on *Quercus*, supporting remote student learning and sense of community, or for larger than usual class sizes if you will be removing enrolment caps (e.g., from past experience with wait-lists).

Please complete the [template](#) and submit to [Susan Shi](#) by **July 10, 2020**. Notification of “**TA Bank Account**” allocations above the current TA allocation for your unit will be provided by August 13, 2020. We are hoping that this process will provide flexibility for early planning, and allocation of TA hours, on a case by case basis at the unit level.

Please don't hesitate to be in touch if you have any questions.