

Contract type indicated in bold:

Teaching Recitation
Writing Recitation
Grader
Visual Resources Library Assistant
Gallery Assistant
Research Assistant

**University of Pittsburgh
Department of the History of Art and Architecture**

TA/TF Contract for Visual Resources Library Assistants

Term/Year _____

Supervisor _____

University regulations stipulate 300 hours (20 hours per week) total per term as the maximum number of work hours required of TAs/TFs. Contract revisions of spring 2000 established that TA/TF responsibilities for Web site maintenance or any other digitizing or computer work are restricted to research and visual resource library TA/TF positions.

Supervisor is to supply the TA/TF with a schedule at the beginning of the term with dates clearly indicated for special assignments or tasks in which the TA/TF will be involved.

If computer work of any sort is to be done, hours necessary for proper training must be included in the overall calculation of contract hours.

Please be as explicit as possible in describing the work assignment and calculated hours for each task expected of the visual resources library TA/TF for this term:

Training/Task	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL HOURS: _____
(Not to exceed 20 hours a week/300 hours for the term; all additional assignments are the responsibility of the supervisor.)

OVER

Visual Resources Library Assistants

The TA/TF Contract Committee will hold a meeting with all TAs/TFs during the third week of each term to review any questions or issues regarding contracts and their implementation. Additional TA/TF meetings with the Contract Committee will take place as needed.

Signatures

Supervisor _____ Date _____

TA/TF _____ Date _____

Contracts are to be completed, signed, and returned to the chair by the end of the first week of class each term. Originals will be filed in the department office and Xerox copies made and returned to supervisors and TAs/TFs for their files.

Any contract questions are to be taken up with the chair and, if necessary, referred to the TA/TF Contract Committee for review.

Contract revised by TA/TF Contract Committee, March 2000.