
Directory of Records – General

Office - Learning Services Tutorial

Description of the Mandate and Function:

Responsible for the overall coordination of individualized study courses and individualized study tutor workloads, pay and student records.

General Classes or Types of Information:

- Competition Files (Posting of positions and copies of applicant CV's)
- Tutor Eligibility Lists
- Banner Reports (tutor workload analysis and contracted blocks)
- Tutor Working Files (work assignments, etc.)
- Tutor Assignment Forms (letters to students regarding revised tutor information)
- Student Feedback Forms (student complaints and concerns)
- CUPE Employee Files
- CUPE Seniority Reports
- CUPE Annual Seniority Reports
- Tutor - Notice of Work Assignments
- Tutor - Layoff & Recall: notice and payment
- Tutor Temporary Pay and Leave Adjustments
- Tutor Absence Reports
- Tutor Computer Usage Forms
- *Copies of common administrative records such as Athabasca university Committee meeting minutes, agendas and attachments, financial records such as expense claims and purchase orders, program and service information.
- Call Centre Workloads
- Leave Replacement (acting coordinator) under 3 months
- CUPE Overload Calculations

PIB Titles:

- Tutor List
- Tutor Working Files
- CUPE Employee Files
- Binder - Letters to Students

Copies of Records Located:

Staff Records, Finance, Payroll

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

None

Remarks: