Appendix B: Description of Duties Form for Teaching Assistants

DESCRIPTION OF DUTIES

ASE Name: ________________________________________________________________

Quarter: _______________ Supervisor: ________________________________________

Course #: ______________________ Course Title: _______________________________

Location: _____________________ Day/Time: _________________________________

The job duties designated below are required of the Academic Student Employee.
(please check the appropriate items and describe, as applicable)

__________ Attend lectures

__________ Present __________ lectures

__________ Instruction of __________ sections/labs per week

__________ Preparation

__________ Hold __________ offices hours per week

__________ Supervisor/ASE(s) meeting __________ hours per week

__________ Read and evaluate __________ papers per student

__________ Proctor __________ examinations

__________ Make grade recommendations as appropriate for students in section/lab

__________ Class/faculty visits

__________ Maintain/submit student records (e.g., grades)

__________ Departmental policy on class, section and/or lab size may be found at: ___________________

__________ Perform other tasks as assigned. Please list: _______________________________________

__________________________________________________________

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.