

Description of Duties Form for Readers

Reader Name: _____

Quarter: _____ Supervisor: _____

Use the list below to designate required job duties and responsibilities that are being assigned to the Reader for this appointment, and where applicable, provide additional detail.

- _____ Grading of student work, including homework, papers, laboratory reports, exams
- _____ Hold _____ office hours per week to respond to students' questions about such assignments
- _____ Preparation
- _____ Supervisor/Reader meeting _____ hours per week
- _____ Attend scheduled lectures/labs. If required, complete the following:
 - Course/Lab Title and #: _____
 - Course/Lab Location: _____
 - Course/Lab Day/Time: _____
- _____ Perform other Reader tasks as assigned. Please list and describe here or attach additional page.

Assigned Workload Maximum

Assigned workload is measured by how many hours the relevant unit reasonably expects that a Reader needs to satisfactorily complete the work assigned. Readers must not be assigned a workload of more than 20 hours in any one week or assigned to work more than 8 hours in any one day.

To be issued 30 days prior to the beginning of the appointment or as soon as possible
cc: Employment File