APPENDIX “C”
REQUIRED FORM: DESCRIPTION OF DUTIES

Term: ________________ Supervisor: ________________________ ASE (Student Name): ________________

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 _________ office hours per week
__________ Supervisor/ASE(s) meeting ____________ hours per week
__________ Read and evaluate ____________ papers per student
__________ Proctor ________ examinations
__________ Perform individual and/or group tutoring
__________ Class/faculty visits
__________ Maintain/submit student records (e.g., grades)
__________ Perform other tasks as assigned. Please list: ________________

Please provide departmental policy on class, section and/or lab size where it exists.

___________________________________________________________________

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 that 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.

cc: EMPLOYMENT FILE

(Updated March 2009)