

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 than 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)