

REQUIRED FORM: DESCRIPTION OF DUTIES

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

DESCRIPTION OF DUTIES

Term: _____ Supervisor: _____ ASE (Name): _____

Course #: _____ Course Title: _____

Location of Class: _____ 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: _____

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.

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