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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