

Appendix B: Description of Duties Form

DESCRIPTION OF DUTIES

ASE Name: _____

Term: _____ Supervisor: _____ ASE: _____

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 _____ offices hours per week
- _____ Supervisor/ASE(s) meeting _____ hours per week
- _____ Read and evaluate _____ papers per student
- _____ Proctor _____ examinations
- _____ Make grade recommendations as appropriate for students in TA section/lab (Santa Cruz only)
- _____ Perform individual and/or group tutoring
- _____ Class/faculty visits
- _____ Maintain/submit student records (e.g., grades)
- _____ Departmental policy on class, section and/or lab size may be found at: _____
- _____ 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.

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