APPENDIX “C”
REQUIRED FORM: DESCRIPTION OF DUTIES

DESCRIPTION OF DUTIES

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 _______ office hours per week

___________ Supervisor/ASE(s) meeting ________ hours per week

___________ Read and evaluate ________ papers per student

___________ Prepare drafts of narrative evaluations and make grade recommendation 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)

___________ 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)