APPENDIX “C”
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: ________________  Supervisor: __________  AS#: ________________

Course #: ________________  Course Title: ________________

Location: ________________  Day/Time: ________________

The job duties designated below are requisite 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
___ Prepare drafts of narrative evaluations and make grade recommendations as appropriate for students in TA sections (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: ________________

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.

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.