APPENDIX C
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: ________________ Supervisor: ________________ A.S.E.: ________________
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
_____ Supervision/ASE(s) meeting ____ hours per week
_____ Read and evaluate ____ papers per student
_____ Proctor ____ examinations
_____ 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
_____ Conduct faculty visits
_____ Maintain/submit student records (e.g., grades)
_____ Perform other tasks as assigned. Please list: ______________________

A Teaching Assistant with a 30% 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.