

APPENDIX C DESCRIPTION OF DUTIES FORM

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
- Proctor _____ examinations
- Prepare drafts of narrative evaluations and make grade recommendation as appropriate for students in T.A. 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: _____

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.