

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
- _____ Perform individual and/or group tutoring
- _____ Class/faculty visits
- _____ Maintain/submit student records (e.g., grades)
- _____ Perform other tasks as assigned. Please list:

Please use the following checklist to make certain you provide needed items and information to your ASE(s).

- _____ A copy of the course syllabus has been provided.
- _____ A copy of the textbook and all other material needed to perform assigned duties has been provided.
- _____ Instructor has verified that the ASE has an appropriate workspace and support (equipment and materials) for performing assigned duties.

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter 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. 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.

Any significant change in the ASE's duties (as described above) should be provided, in advance and in writing (or email) to the ASE, with a copy sent to the departmental contact person.

I have discussed/provided the above items:

Instructor's signature Date

I have discussed/been provided with the above items:

ASE's signature Date

Instructor: Please return one copy to the departmental contact person and give one copy to the ASE after both you and the ASE have signed each copy.

ASE: A copy of this signed form will be placed in your employment file.