**DESCRIPTION OF DUTIES – Teaching Assistant/Fellow**

**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 item and describe as applicable.**

\_\_\_\_ Attend lecture

\_\_\_\_ Present \_\_\_ lectures under the supervision of the course instructor

\_\_\_\_ 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 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/Fellow 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/Fellow 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.**

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.