

Description of Duties – Reader Appointments

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
- \_\_\_\_\_ Read and evaluate \_\_\_\_\_ papers per student
- \_\_\_\_\_ Proctor \_\_\_\_\_ examinations
- \_\_\_\_\_ 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.

**READER**

Readers shall be compensated on an hourly basis. Assigned workload is measured by how many hours the University could reasonably expect a reader to take to satisfactorily complete the work assigned. Readers shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than eight (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.