

## Appendix B: Description of Duties Form

### DESCRIPTION OF DUTIES

ASE Name: \_\_\_\_\_

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 \_\_\_\_\_ offices 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 recommendations as appropriate for students in TA section/lab (Santa Cruz only)

\_\_\_\_\_ Perform individual and/or group tutoring

\_\_\_\_\_ Class/faculty visits

\_\_\_\_\_ Maintain/submit student records (e.g., grades)

\_\_\_\_\_ Departmental policy on class, section and/or lab size may be found at: \_\_\_\_\_

\_\_\_\_\_ 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. This standard shall apply proportionately to other percent appointments.

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.