APPENDIX “C”
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: _________  Supervisor: _______  ASk: _________

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/lab 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 TA assistant labs (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 60% 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 30 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.