

ATTACHMENT A DESCRIPTION OF DUTIES FORM

Term: _____ Supervisor: _____ ASE TA Name: _____

Department: _____ Course #: _____ Course Title: _____

Location: _____ Day/Time: _____

The job duties designated below are required of the Academic Student Employees.
Please check the appropriate items and describe, as applicable

- Attend 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
- 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)
- Perform other task 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.

TEACHING ASSISTANT POSITION DESCRIPTION

Definition: An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member. The majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities: Assist the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures; and by grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and hold office hours. No prior teaching experience is required for appointment. The final responsibility for the content of the course rests with the supervising faculty member. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, determination of student grades or decisions on grade appeals; and is not assigned full instructional responsibility for an entire course.

Faculty Supervisor

Date

ASE TA

Date