

**APPENDIX C
DESCRIPTION OF DUTIES FORM**

Term: _____ **Supervisor:** _____ **ASE:** _____

Course #: _____ **Course Title:** _____

Location: _____ **Day(s)/Time(s):** _____

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

_____ 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 tasks 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.

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.

A Description of Duties form should be distributed to all ASEs, except Associate Instructors.