DESCRIPTION OF DUTIES – Teaching Assistant/Fellow

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 item and describe as applicable.

____ Attend lecture
____ Present ___ lectures under the supervision of the course instructor
____ 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
____ Perform individual and/or group tutoring
____ Class/faculty visits
____ Maintain/submit student records (e.g. grades)
____ Perform other tasks 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.

A Teaching Assistant/Fellow with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter 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.

In addition, a Teaching Assistant/Fellow 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.

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.