APPENDIX “C”

REQUIRED FORM: DESCRIPTION OF DUTIES

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Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_Teaching Assistant\_\_\_\_\_\_\_\_\_\_\_

Term: Supervisor:

Course #: Course Title:

Location: Day/Time:

The job duties designated below are required of the Academic Student Employee. Check the appropriate items and describe, as applicable.

Attend lectures

Present \_\_\_\_ lectures (as assigned by faculty supervisor)

Instruction of sections/labs per week

Preparation

Hold office hours per week

Attend Supervisor/ASE(s) meeting hours per week

Read and evaluate papers/HW Assignments/exams per student\*

Proctor examinations

Prepare drafts of narrative evaluations and make grade recommendation 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 as assigned.

\*As needed list specific tasks or elaborate on the expected duties selected above.

Please provide departmental policy on class, section and/or lab size where it exists.

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A teaching assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignments and examinations.

A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. In the case of basic language, reading and composition, some other skills-building courses, and a few other courses, a teaching assistant may lead the class meetings, but as with all other TAs, the general instructional content of the course, as well as the official assignment of student grades and decisions on grade appeals, are the responsibility of the faculty member in charge of the course. In no instance shall a teaching assistant be assigned responsibility for the entire instruction of a course.

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 that 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.

cc: EMPLOYMENT FILE

(Updated August 2018)