DESCRIPTION OF DUTIES

ASE Name:
______________________________________________________________________

See attached letter for following information:

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 items and describe, as applicable)

_______  Attend lectures

_______  Present _________ lectures

_______  Instruction of _________ sections/labs per week

_______  Preparation

_______  Hold ________ offices hours per week

_______  Supervisor/ASE(s) meeting _________ hours per week

_______  Read and evaluate _________ papers per student

_______  Proctor _________ examinations

_______  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)

_______  Departmental policy on class, section and/or lab size may be found _________

_______  Perform other tasks 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.

cc: Employment File

UC/UAW Agreement
Eff: 10/1/07 – 9/30/09
To be issued 30 days prior to the beginning of the term or as soon as possible