Teaching Assistants: Description of Duties

Please complete this worksheet and return to the Graduate Coordinator, signed by both Instructor and TA

Quarter: ___________  Supervisor: ________________ TA: ___________________
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 _____ office hours per week
____________ Supervisor/ASE meeting _____ hours per week
____________ Read and evaluate _____ papers 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. Please list: _________________________

A teaching assistant 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 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 ASEs except those who are designated as the Instructor of Record for the course.

Signed:
Instructor ____________________________ Date: _______________
TA ____________________________ Date: _______________