DESCRIPTION OF DUTIES

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 _____ 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 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 (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.

SUMMER SESSION WORKLOAD:
A Teaching Assistant with a 50% appointment during any summer session, regardless of session length, shall
not be assigned a workload that exceeds 120 hours or will not be assigned to work more than eight (8) hours in
any one day. This standard shall apply proportionately to other percent appointments. This provision does not
apply to ASEs who are the Instructor of Record.

This check sheet is designed to be distributed to all ASEs except those who are designated as the
Instructor of Record for the course.