

**Academic Student Employees**  
Description of Duties Checklist *(complete all fields as they apply)*  
(Appendix C)

Date Issued: \_\_\_\_\_

Name: \_\_\_\_\_ Course Title and Number: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Course Instructor *(if different)*: \_\_\_\_\_ Day/Time(s): \_\_\_\_\_

Role:  Teaching Assistant       Associate Instructor (if less than 50% FTE)       Reader       Remedial Tutor

The job duties designated below are required of the Academic Student Employee. Please fill in the appropriate item and describe as applicable.

- Attendance of Lectures:** You are to attend each lecture [in person] at the days and times listed above. [Alternative: You are to attend at least \_\_\_\_ lectures for this course this term. Lectures occur at the days and times listed above. Remove "in person" if for remote instruction.]
- Presentation of Lectures:** You are to present \_\_\_\_ lectures [in person] under the supervision of the course instructor. You will be informed which lectures in the term you are to present and the parameters for each. [Remove "in person" if for remote instruction.]
- Instruction of [Lab/Discussion/Other Sections]:** You are responsible for the instruction of the following sections per week:  
Discussion: \_\_\_\_\_ Labs: \_\_\_\_\_ Other(s): \_\_\_\_\_
- Preparation:** You are responsible for the preparation of each [lecture/discussion/lab/section/etc.] prior to each session you are responsible for.
- Office Hours:** You are to hold [in person] at least \_\_\_\_ hours per week for open office hours, to meet with students, answer questions (including emails), or otherwise be a resource to your students. [Remove "in person" if office hours are allowed to be held remotely.]
- Meetings with Supervisory Instructor:** The supervising instructor will meet with you for \_\_\_\_\_ each [week/month] to discuss workload, address issues, review student progress, and enhance the working relationship. [Add or modify for other types of meetings required.]
- Grading:** You will be required to, at minimum, [read and evaluate \_\_\_\_ papers per student / grade \_\_\_\_ assignments / grade \_\_\_\_ exams]. Assignment grades are due to the instructor of record within \_\_\_\_ [days/weeks] after you receive them. If you are unable to meet your deadlines, you must notify your instructor of record/supervisor immediately.
- Proctoring:** You are required to proctor \_\_\_\_ examinations. You will be informed which examinations you will be responsible for.
- Record Keeping:** You must maintain and submit all student records (e.g. records of student attendance, grades, participation), as required. If you are unable to meet assigned deadlines or requirements, you must notify your supervisor immediately.
- Tutoring:** You will be required to perform individual and/or group tutoring as part of your role.
- Visits:** You will receive \_\_\_\_ classroom section visit(s) by your instructor or supervisor over the course of the term.
- Other Duties Assigned:** Within the scope of your title, you may be assigned other tasks. Furthermore, additional duties not listed above include:

[List of known additional duties here, e.g., responsible for responding to questions from students in the LMS, and managing materials in the LMS]

**Workload Maximum**

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or proportional standard to other percentage appointments. Teaching Assistants with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than 8 hours in any one day. 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

**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.

Associate Instructors who are the instructors of record will be responsible for a workload consistent with the normal workload for the course.

A Reader or Remedial Tutor are expected to work no more than 40 hours in any one week or 8 hours in any one day.

<<optional signature lines here>>

CC: *[Department/Hiring Unit/Dean's Office]*  
*Employment File*