

APPENDIX "C"
DESCRIPTION OF DUTIES FORM
DESCRIPTION OF DUTIES 50% TA

50% TA: _____ Supervisor: _____
Term: _____ Course #: _____ Course Title: _____
Location: _____ Day/Time: _____

The job duties designated below are required of the Academic Student Employee, **UAW & UC Agreement 12/3/2009 – 9/30/2013**. 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 _____ per week
- Read and evaluate _____ papers per student
- Proctor _____ examinations
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain/submit student records (e.g. grades)
- Perform other tasks as assigned. Please list: _____

Job Description

A teaching Assistant is responsible for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of the faculty to whom final responsibility for the courses instruction has been assigned. A TA is not responsible for the instructional content of a course, for selection of student's assignments, for planning of examinations, or for determining the term grad for students. This position will begin on the first day of classes for the quarter appointed and terminates on the last day of the quarter (last day of finals).

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.

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.

TA : _____ Supervisor: _____
Signature *Signature*