

Description of Duties Form for Teaching Assistants

TA Name: _____

Quarter: _____ Supervisor: _____

Course #: _____ Course Title: _____

Location: _____ Day/Time: _____

The job duties designated below are required of the Teaching Assistant. A copy of this form must be placed in the TA's employment file. (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 section/lab
- ☐ Class/faculty visits
- ☐ Maintain/submit student records (e.g., grades)
- ☐ Departmental policy on class, section and/or lab size may be found at: _____
- ☐ Perform other tasks as assigned. Please list or attach additional page: _____

Assigned Workload Maximum

Assigned workload is measured by how many hours the relevant unit reasonably expects that a Teaching Assistant (TA) needs to satisfactorily complete the work assigned

- (a) A TA with a 50% appointment must not be assigned a workload of more than 220 hours per quarter. This standard must be applied proportionately to appointments made at other percent times.
- (b) In addition, a TA with an appointment of 50% or less must not typically be assigned a workload of more than 20 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.
- (c) TAs should initiate discussions with their supervisor as soon as they anticipate any workload related issues that would result in a violation of these workload maximums.

To be issued 30 days prior to the beginning of the appointment or as soon as possible
cc: Employment File