**DESCRIPTION OF DUTIES – Academic Student Employee**

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

**Supervisor: \_\_\_\_\_\_\_ Jin Zhou \_\_\_\_\_\_\_Course Instructor (*if different*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day/Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role:**  **Teaching Assistant**  **Associate Instructor/Teaching Fellow**  **Reader/Grader**  **Tutor**  **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The job duties designated below are required of the Academic Student Employee. Please fill in the appropriate item and describe as applicable. Please feel free to reach out to your departmental hiring contact should you have any questions related to your appointment.**

**[CHECK ALL BOXES AS APPLICABLE, DELETE ALL UNUSED BRACKETED TEXT, AND REMOVE REMAINING HIGHLIGHTS]**

**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 and Discussions]:** You are responsible for the instruction of the following sections per week:

Discussion: \_\_\_1\_\_\_ Labs: \_\_1\_\_\_\_ Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Preparation:** You are responsible for the preparation of each **[discussion/lab]** prior to each session you are responsible for.

**Office Hours:** You are to hold [in person] at least \_\_2\_\_\_ hours per week for open office hours, to meet with students, answer questions (including emails), or otherwise be a resource to your students.

**Meetings with Supervisory Instructor**: The supervising instructor will meet with you for \_\_\_\_\_1\_\_\_\_\_ each **[month]** to discuss workload, address issues, review student progress, and enhance the working relationship.

**Grading:** You willbe requiredto, at minimum, **[grade \_\_6\_\_\_ assignments / grade \_\_1\_\_ 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]**

**[Teaching Assistants Only – Workload Language in DoD per CBA:]**

**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 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 eight (8) hours in any one day. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter or 77 hours per semester.**

***This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course. As required by the collective bargaining agreement, advance notice to be confirmed in writing is required when the above referenced duties and position assignments are changed significantly.***

**<<optional signature lines here>>**

***CC: [Department/Hiring Unit/Dean’s Office]***

***Employment File***