APPENDIX E

DESCRIPTION OF DUTIES FORM

Term:_____ Supervisor:_____ Course #:_____
Course Title:_____ Location:_____
Day/Time:_____ Employee:_____

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

_____Attend course lectures

_____Present lectures Frequency/dates:_____

_____Instruction/supervision of _____ sections/courses/labs per week

_____Preparation

_____Hold _____ office hours per week

_____Supervisor/ASE(s) meetings Frequency/duration:_____

_____Attend pedagogy classes required for training purposes

_____Read and evaluate student papers. Describe:_____

_____Proctor examinations

_____Perform individual and/or group tutoring

_____Maintain/submit student records (e.g. grades)

_____Evaluate student assignments

_____Provide research assistance

_____Perform other tasks as assigned. Please list:

The supervisor will perform class observations. Yes_____ No_____

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.