APPENDIX “C”
DESCRIPTION OF DUTIES FORM
DESCRIPTION OF DUTIES FOR A READER

Reader: _________________________________ Supervisor: ____________________________
Term: ____________ Course #:______________ Course Title: ____________________________
Location: __________________ Day/Time: ____________________________

The job duties designated below are required of the Academic Student Employee, UAW & UC Agreement 12/3/2010 – 9/30/2013. Please check the appropriate items and describe, as applicable:

☐ Read and evaluate ____ papers per student
☐ Maintain/submit student records (e.g. grades)

JOB DESCRIPTION
A Reader position will render diverse services as a course assistant, which will normally include the grading of student papers and examinations. 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). Readers’ hours will vary per week and will likely correspond to busy times in the quarter such as midterms and finals.

A Reader will not be assigned the responsibilities of a TA by leading a discussion or holding office hours. A Reader should not be asked to work during campus holidays or breaks. A Reader with a 25% appointment shall not be assigned a workload of more than 110 hours per quarter, nor should a Reader work over 20 hours in any one week or 4 hours in one day. The number of hours worked in excess of 10 hours per week may not total more than 25 hours per quarter.

This check sheet is designed to be distributed to all ASEs except those who are designated as the instructor of Record for the course.

Reader : _________________________________ Supervisor: ____________________________
Signature  _____________________________ Signature _____________________________