

**APPENDIX "C"**  
**DESCRIPTION OF DUTIES FORM**  
**DESCRIPTION OF DUTIES 25% TA**

25% TA: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Term: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Day/Time: \_\_\_\_\_

The job duties designated below are required of the Academic Student Employee, **UAW & UC Agreement 12/3/2010 – 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 25% appointment shall not be assigned a workload of more than 110 hours per quarter nor work over 20 hours in any one week or more than 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.

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*