

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.

Supervisor Signature

Date

Employee Signature

Date