

## DESCRIPTION OF DUTIES – ASE TITLES

ASE: \_\_\_\_\_ Course Title and Number: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Course Instructor (if different): \_\_\_\_\_ Day/Time(s): \_\_\_\_\_

Role:  TA (Supervised Instructor)  Teaching Fellow (Instructor with General Supervision)  Associate In\_ (Independent Instructor)  
 Reader/Grader (Grading only - No Student Interaction)  Tutor (Student support only)

The job duties designated below are required of the Academic Student Employee. Please fill in the appropriate item and describe as applicable.  
**[CHECK ALL BOXES AS APPLICABLE AND DELETE ALL UNUSED RED OR BRACKETED TEXT]**

- Attendance (General):** If you are going to be absent for any assigned session below, you must provide advance notice and the reason why.
- Attendance of Lectures:** You are to attend each lecture 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.]*
- Presentation of Lectures:** You are to present \_\_\_\_ lectures 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.
- Instruction of [Lab/Discussion/Other Sections]:** You are responsible for the instruction of the following sections per week:
  - o Discussion: \_\_\_\_\_ Labs: \_\_\_\_\_ Other(s): \_\_\_\_\_
- Preparation:** You are responsible for the preparation of each [lecture / discussion / lab / section / etc.] prior to each session you are responsible for.
- 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.
- Grading:** You will be required to, at minimum, [read and evaluate \_\_\_\_ papers per student / grade \_\_\_\_ assignments / grade \_\_\_\_ exams]. Assignment grades are due to the instructor within \_\_\_\_ [days/weeks] after you receive them. If you are unable to meet your deadlines, you must notify your supervisor immediately.
- Office Hours:** You are to hold at least \_\_\_\_ hours per week for open office hours, to meet with students, answer questions, or otherwise be a resource to your students.
- Tutoring:** You will be required to perform individual and/or group tutoring as part of your role.
- Responsiveness and Communication:** You are required to be responsive to student or instructor inquiries in a reasonable timeframe. You must maintain professionalism in all forms of communication, consistent with University standards of conduct.
- Visits:** You will receive \_\_\_\_ classroom section visit(s) by your instructor or supervisor over the course of the term.
- Meetings with Supervisory Instructor:** The supervising instructor will meet with you for \_\_\_\_\_ each [week/month] to discuss workload, address issues, review student progress, and enhance the working relationship. This meeting requirement may be waived only by mutual agreement each month.
- Workload:** When you may exceed the daily, weekly or term maximum number of hours in your appointment, you are required to communicate this to your supervising instructor before the additional hours are worked. (BX Contract, Article 31 – Workload, Section D)
- Health and Safety:** You must adhere to the Environmental Health and Safety regulations of the campus, as they apply to your work. (EH&S: <https://ehs.ucr.edu>)
- Other Duties Assigned:** Within the scope of your title, you are assigned the following additional duties:

[List additional duties here]

**Please use the following checklist to make certain you provide needed items and information to your ASE(s).**

- A copy of the course syllabus has been provided.
- A copy of the textbook and all other material needed to perform assigned duties has been provided.
- Instructor has verified that the ASE has an appropriate workspace and support (equipment and materials) for performing assigned duties.

**A Teaching Assistant/Fellow with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.**

**In addition, a Teaching Assistant/Fellow 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.**

I have discussed/been provided with the above items:

I have discussed/provided the above items:

\_\_\_\_\_  
 ASE's Signature and Date

\_\_\_\_\_  
 Instructor/Supervisor's Signature and Date

**Instructor:** Please return one copy to the departmental contact person and give one copy to the ASE after both you and the ASE have signed each copy.

**ASE:** A copy of this signed form will be placed in your employment file.