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.