

## Description of Duties Form for Teaching Assistants

TA Name: \_\_\_\_\_

Quarter: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Location: \_\_\_\_\_ Day/Time: \_\_\_\_\_

The job duties designated below are required of the Teaching Assistant. A copy of this form must be placed in the TA's employment file. (Please check the appropriate items and describe, as applicable.)

- Attend lectures
- Present lectures
- Instruction of \_\_\_\_\_ sections/labs per week
- Preparation
- Hold \_\_\_\_\_ offices hours per week
- Supervisor/ASE(s) meeting: \_\_\_\_\_ hours per week
- Read and evaluate \_\_\_\_\_ papers per student
- Proctor \_\_\_\_\_ examinations
- Make grade recommendations as appropriate for students in section/lab
- Class/faculty visits
- Maintain/submit student records (e.g., grades)
- Departmental policy on class, section and/or lab size may be found at: \_\_\_\_\_
- Perform other tasks as assigned. Please list or attach additional page: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Assigned Workload Maximum

Assigned workload is measured by how many hours the relevant unit reasonably expects that a Teaching Assistant (TA) needs to satisfactorily complete the work assigned

- (a) A TA with a 50% appointment must not be assigned a workload of more than 220 hours per quarter. This standard must be applied proportionately to appointments made at other percent times.
- (b) In addition, a TA with an appointment of 50% or less must not typically be assigned a workload of more than 20 hours in any one week or assigned to work more than 8 hours in any one day. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.
- (c) TAs should initiate discussions with their supervisor as soon as they anticipate any workload related issues that would result in a violation of these workload maximums.

To be issued 30 days prior to the beginning of the appointment or as soon as possible  
cc: Employment File