APPENDIX “C”

REQUIRED FORM: DESCRIPTION OF DUTIES

DESCRIPTION OF DUTIES

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ASE Position: Associate In (In lieu of Teaching Assistant)

Term: Supervisor:

Course #: Course Title:

Location: Day/Time:

The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable.

 Attend lectures

 Present lectures (as assigned by faculty supervisor)

 Instruction of sections/labs per week

 Preparation

 Hold office hours per week

 Attend Supervisor/ASE(s) meeting hours per week

 Read and evaluate papers per student

 Proctor examinations

 Prepare drafts of narrative evaluations and make grade recommendation as

appropriate for students in TA section/lab (Santa Cruz only)

 Perform individual and/or group tutoring

 Class/faculty visits

 Maintain/submit student records (e.g., grades)

 Perform other tasks as assigned. Please list:

An Associate In (in lieu of TA) may serve as a "senior TA" for a department/programs' TA training activities, as a TA consultant or Language Screener for the [English Language Program for International Instructors](https://commons.ucsd.edu/educators/ELP-ii/index.html), or under an Academic Instructional Improvement grant. Use of this title for any other program requires prior approval by the Dean of the Graduate Division. Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience.

An Associate in Lieu of Teaching Assistant t with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) 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 or 77 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, an Associate in Lieu of 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.

Please provide departmental policy on class, section and/or lab size where it exists.

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This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.

cc: EMPLOYMENT FILE

(Updated August 2018)