# 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.