

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.