



DESCRIPTION OF DUTIES FORM

Bargaining Agreement Unit 11, Appendix E

Term:	Term: Supervisor:	Name/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 all appropriate items and describe, as applicable. Use a separate sheet and reference that sheet, if additional space is needed.

<input type="checkbox"/>	Attend course lectures
<input type="checkbox"/>	Present lectures - If yes provide frequency and/or dates:
<input type="checkbox"/>	Instruction/supervision of sections/courses/labs
<input type="checkbox"/>	Preparation
<input type="checkbox"/>	Hold office hours per week
<input type="checkbox"/>	Supervisor/ASE meetings. If yes, provide Frequency/duration:
<input type="checkbox"/>	Attend pedagogy classes required for training purposes
<input type="checkbox"/>	Read and evaluate student papers. If yes, provide description:
<input type="checkbox"/>	Proctor examinations
<input type="checkbox"/>	Perform individual and/or group tutoring
<input type="checkbox"/>	Maintain/submit student records (e.g. grades)
<input type="checkbox"/>	Evaluate student assignments
<input type="checkbox"/>	Provide research assistance
<input type="checkbox"/>	Perform other tasks as assigned. Please list:
<input type="checkbox"/>	The supervisor will perform class observation.
<input type="checkbox"/>	Attached are additional evaluation criteria

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 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.