

California State University, Fresno
Description of Duties Form (Appendix F)

ASE Name: _____ Semester or Dates: _____

Classification of Appointment:

- | | |
|--|--|
| <input type="checkbox"/> Teaching Associate | <input type="checkbox"/> Graduate Assistant-non-exempt AY |
| <input type="checkbox"/> Graduate Assistant-Exempt AY | <input type="checkbox"/> Graduate Assistant-non-exempt 12month |
| <input type="checkbox"/> Graduate Assistant-Exempt 12month | <input type="checkbox"/> Instructional Student Assistant |

Supervisor: _____ Location of Duties: _____

If applicable (e.g. TA, Grader, etc. provide course information) provide Course#, Title, Meeting, and Location.

	Catalog #	Title	Meeting	Room
1
2
3

The job duties designated below are required of the ASE employee. Please check all appropriate items and describe, as applicable. Use a separate sheet and reference that sheet, if additional space is needed.

- _____ Attend course lectures
- _____ Present lectures. If yes provide frequency and/or dates: _____
- _____ Instruction/supervision of sections/courses/labs. If yes, provide # per week: _____
- _____ Preparation
- _____ Office hours. If yes, provide number of hours per week: _____
- _____ Supervisor/ASE meetings. If yes, provide Frequency/duration: _____
- _____ Read and evaluate student papers If yes, provide description: _____
- _____ 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 observation.
- _____ Attached are additional evaluation criteria.

A Teaching Associate or exempt Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester. A Teaching Associate or Exempt Graduate Assistant with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester.

I agree with the above assignment, and I reviewed the assignment with the ASE and provided a copy of all pages including evaluation criteria if provided.

I received a copy of duties and expectations for the above appointment and evaluation criteria if attached. Also, I acknowledge that a copy of this notice will be placed in my personnel file.

Supervisor's signature and date

ASE Signature and Date

I will place a copy of this form in the ASE's personnel file.

Department Chair Signature and Date