

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

ASE Name: \_\_\_\_\_ Semester or Dates: \_\_\_\_\_

Classification of Appointment:

- Teaching Associate  Graduate Assistant-12month  
 Instruction Student Assistant  Graduate Assistant-AY

Supervisor: \_\_\_\_\_

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

Course #	Course Title	Day/Time	Room
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....

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.

- \_\_\_\_\_ Attend course lectures
- \_\_\_\_\_ Present lectures If yes provide frequency and/or dates: \_\_\_\_\_
- \_\_\_\_\_ Instruction/supervision of \_\_\_\_\_ sections/courses/labs
- \_\_\_\_\_ Preparation
- \_\_\_\_\_ Hold \_\_\_\_\_ office hours per week
- \_\_\_\_\_ Supervisor/ASE meetings If yes, provide Frequency/duration: \_\_\_\_\_
- \_\_\_\_\_ Attend pedagogy classes required for training purposes
- \_\_\_\_\_ 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.

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 of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

*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