**APPENDIX E DESCRIPTION OF DUTIES FORM**

Position Classification (check boxes as applicable):

 Teaching Associate (TA) [ ]  Graduate Assistant (GA) [ ]  Instructional Student Assistant (ISA) [ ]

Term: Supervisor: Supervisor Initials: 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 (TA) 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. CSULB practice allows for TAs to work a maximum of 20 hours during the standard Fall and Spring semesters, and up to 40 hours during the Summer and Winter sessions. 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.

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