

DESCRIPTION OF DUTIES – Reader

Name: _____

Course Title and Number: _____

Supervisor: _____

Course Instructor (if different): _____

Location: _____

Day/Time(s): _____

The job duties designated below are required of the Reader. (Supervisor - Please fill in the appropriate item and describe as applicable.)

- Grading:** You will be required to, at minimum, **read and evaluate _____ papers / grade _____ assignments / grade _____ exams per student.** Grades for papers/assignments/exams are due to the instructor of record by the deadline established by the instructor. If you are unable to meet your deadlines, you must notify your instructor of record/supervisor immediately.
- Record Keeping:** You must maintain and submit all student records (e.g. records of student attendance, grades, participation), as required. If you are unable to meet assigned deadlines or requirements, you must notify your supervisor immediately.
- Office Hours:** You are to hold at least _____ hours per week of open office hours, to meet with students, answer questions (including emails), or otherwise be a resource to your students. **Your weekly office hours will be held _____ in person OR _____ remotely.**
- Meeting with Supervisor:** The supervising instructor may schedule meetings with you to discuss workload address issues, review student progress, and enhance the working relationship. On average, these meetings will require _____ hours per week OR _____ hours per month.
- Attendance of Lectures:** You are to attend _____ all OR _____ at least _____ lectures at the days and times listed above.
- Other Duties as Assigned:** Within the scope of your title, you may be assigned other tasks. Additional duties not listed above include [please list or attach additional page as needed]:

Workload Maximums

Assigned workload is measured by how many hours the department/unit could reasonably expect a reader to take to satisfactorily complete the work assigned. Readers may not be assigned a workload of more than 40 hours in any one week or assigned to work more than 8 hours in any one day.

Mandatory Training

Readers are required to complete any assigned training, including any online training courses (e.g. UC Preventing Harassment & Discrimination), required for their employment. Required employment training shall be considered part of the assigned workload for the appointment.

This check sheet is designed to be distributed to all Readers for the course. As required by the collective bargaining agreement, advance notice to be confirmed in writing is required when the above-referenced duties and position assignments are changed significantly. A copy of this form will be placed in the Reader's employment file.

CC: Department/Hiring Unit/Dean's Office
Supervisor
Employment File