

DESCRIPTION OF DUTIES – Teaching Assistant

Name: _____ Course Title and Number: _____

Supervisor: _____ Course Instructor (if different): _____

Location: _____ Day/Time(s): _____

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

- Attendance of Lectures:** You are to attend ____all OR ____at least _____ lectures at the days and times listed above.
- Presentation of Lectures:** You are to present _____ lectures under the supervision of the course instructor.
- Instruction of Lab/Discussion/Other Sections:** You are responsible for the instruction of the following sections per week:
Discussion: _____ Labs: _____ Other(s): _____
- Preparation:** You are responsible for the advanced preparation of each **lecture/discussion/lab/section** you teach.
- 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.
- 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.
- Proctoring:** You will be required to proctor _____ examinations.
- Visits:** You will receive _____ classroom/lab section visit(s) by your instructor or supervisor over the course of the term.
- 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]:

Mandatory Training

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

Workload Maximums

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or proportional amount to other percentage appointments. Teaching Assistants with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than eight (8) hours in any one day. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter.

This check sheet is designed to be distributed to all TAs 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.

Instructors of record/supervisors are expected to provide a completed copy to their TA(s) and keep a copy for their records. A copy of this form will be placed in the TA's employment file.

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