

## DESCRIPTION OF DUTIES – Tutor

Name: \_\_\_\_\_ Course Title and Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Course Instructor (if different): \_\_\_\_\_

Location: \_\_\_\_\_ Day/Time(s): \_\_\_\_\_

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

- Individual Tutoring:** You will be required to perform individual tutoring as part of your role.
- Group Tutoring:** You will be required to perform group tutoring as part of your role.
- Preparation:** You are responsible for the advanced preparation of the preparation of each tutoring session you lead.
- Meeting with Supervisor:** The supervising instructor may schedule meetings with you to discuss workload, address issues, and enhance the working relationship. On average, these meetings will require \_\_\_\_ hours per week OR \_\_\_\_ hours per month.
- 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.**
- 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]:

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### 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.

Tutors shall be paid for any assigned tutoring timeslot that they are required to be present for regardless of whether any tutees attend the session.

### Mandatory Training

Tutors 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 Tutors 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 Tutor's employment file.***

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