

To Be Filled Out by the Department (One per supervisor)

Employee Name		Employee ID	
Supervisor Name		Department	
Course Title		Term/Year	
Course #	Section #	Course Type (Lec/Lab/Sem/Act)	
WTUs Assigned	FTE (WTU/15)	HOURS PER WEEK (FTE * 40)	

The job duties designated below are required of the employee. The appointment terms should reflect the time required to complete these duties. CSU policy limits TA work assignments to no more than 20 hours in a week during periods of instruction.

Job Duties:	Number of Hours per Day:					Scheduled for Day and Time of TA's Choice	TOTAL HRS PER WEEK
	M	T	W	R	F		
<input type="checkbox"/> Instruction of Sections/Courses/Labs							
<input type="checkbox"/> Office Hours							
<input type="checkbox"/> Other Duties (please check below all that apply)							
*Total Weekly Hours are the average hours worked per week over the course of the Semester/Term; Example: Instruction, Office Hours and certain "Other Duties" may not occur each week The job duties and number of average weekly hours listed below are required of the Teaching Associate.						<b>TOTAL:*</b>	

<input type="checkbox"/> Preparation	<input type="checkbox"/> Proctor Examinations
<input type="checkbox"/> Meet with Supervisor	<input type="checkbox"/> Perform Individual and/or Group Tutoring
<input type="checkbox"/> Grading	<input type="checkbox"/> Attend Training (including mandatory University TA training)
<input type="checkbox"/> Evaluate Student Assignments	
<input type="checkbox"/> Other Task Assigned ( <b>Describe</b> ):	

Comments:

- When using Teaching Associate Summer Term (2324 job code), Hours Per Week= (WTU\*45.33)/# of weeks of program. FTE will be higher when using 2324 since summer is shorter than a semester.
- My weekly hours, as averaged over the semester/term, are as assigned above. I understand that I may not work additional hours without written authorization from my designated Supervisor/Chair. Failure to obtain written authorization to work additional hours may result in discipline up to and including termination.

Employee Signature	Date
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Supervisor or Chair Signature	Date
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