

# Unit 11 – Description of Duties

(Taken from Appendix E, Unit 11 CBA)

For each Academic Student Employee, please complete the following. This document must accompany all Unit 11 AAF's during routing.

**Classification of Student Employee:** \_\_\_\_\_ (See reverse side of this document for Classifications and Descriptions of Duties)

If a TA, will they be an instructor of record? \_\_\_\_\_ (Per our [background check policy](#) instructors of record must have a background check)

Student Employee: \_\_\_\_\_ Supervisor/Faculty: \_\_\_\_\_

TERM of Employment: \_\_\_\_\_ (The CSU Chancellor's Office and the Office of Faculty Affairs strongly recommend semester appointments only)

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Day/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Hours per week: \_\_\_\_\_ / Equivalent Timebase: \_\_\_\_\_ (Example: 10 hrs / wk = .25 Timebase)

Duties (please check the appropriate items and describe, as applicable):

- \_\_\_\_\_ Attend course lectures
- \_\_\_\_\_ Present lectures      Frequency/dates: \_\_\_\_\_
- \_\_\_\_\_ Instruction/supervision of \_\_\_\_\_ sections/course/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
- \_\_\_\_\_ Perform research assistance
- \_\_\_\_\_ Perform other tasks as assigned: Please list: \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

The Supervisor will perform class observations. Yes \_\_\_\_\_ No \_\_\_\_\_

**The job duties designated above are required of the employee.**

\_\_\_\_\_  
(signature & date)      Employee Acknowledgement

\_\_\_\_\_  
(signature & date)      Supervisor Acknowledgement

## Unit 11: Classifications and Descriptions of Duties

### **Instructional Student Assistant (ISA):**

Under supervision, ISAs perform *teaching, grading, or tutoring duties for the majority of work* hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. ISAs **must** be provided a *Range of Hours* and are paid on a per/hour basis. (See also [ISA Classification and Qualification Standards](#))

### **Graduate Assistant (GA):**

Under immediate supervision, GAs assist faculty members or teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. Work may involve supervising students in a classroom, workshop, or laboratory (where the final responsibility for the class is with the primary faculty/teaching staff); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of student work; tutoring students; and other related work. A GA may not be employed to assist in a course in which he/she is enrolled. GAs are paid 5 equal monthly paychecks based on an appointment time base. (See also [GA Classification and Qualification Standards](#))

### **Teaching Associate (TA):**

The TA classification provides currently enrolled or admitted students employment offering practical teaching experience in fields related to their advanced study. Work assignments are closely associated with their program of study or the academic department in which they are enrolled. TAs are typically responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students, and determining course grades. TAs may also assist faculty with field experience, supervision, simulation exercises, and/or research projects. TAs are paid 6 equal monthly paychecks based on an appointment time base. (See also [TA Classification and Qualification Standards](#))