

Description of Duties for <<Name>>

Term: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

ASE Title: Associate Instructor (AI)

Supervisor: Cheri Ross ([cross@ucdavis.edu](mailto:cross@ucdavis.edu))

Course: COM 1-4

Course Number	Day and Time	Location
<<fill in>>	<<fill in>>	<<fill in>>

The job duties designated below are required of the AI. (Please check appropriate items and describe as applicable.)

- Attend lectures
  - Hold 2 class meetings per week (lecture and lead discussion)
  - Prepare class meetings
  - Hold 2 office hours per week (at minimum: on average for the quarter, with some weeks demanding more hours to satisfy demand)
  - Meet with supervisor as needed
  - Read and evaluate all work for each student
  - Proctor all examinations
  - including Final Exam as scheduled in the UC Davis *Class Schedule and Registration Guide*
  - Perform individual and/or group tutoring
  - Expect faculty visits to observe teaching
  - Maintain and submit in timely fashion student records (e.g. grades)
  - Perform other tasks as assigned
- Describe tasks:

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An ASE with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.

In addition, an ASE with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.