

## GENERAL DUTIES AND QUALIFICATIONS OF ASE's (ACADEMIC STUDENT EMPLOYEES)

### Teaching Titles

A **Teaching Assistant** (TA) is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher. Various departments may have other criteria and these must be posted. A TA serves as an apprentice under the active tutelage and supervision of a regular faculty member. A TA is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. A TA is not assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course. A TA is responsible for holding discussion sections, labs, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of his or her TAs, has been assigned. The instructor in charge of undergraduate course shall be responsible for assigning the final grade in the course.

A **Teaching Fellow** is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a lower division course under the general supervision of a regular faculty member. Assignment to conduct instruction in an upper division or graduate course or course section may be made except with the approval of the Committee on Courses. Teaching Fellows should have at least two years of teaching experience.

An **Associate In** \_ is a registered graduate student who should be competent to work independently and without supervision to conduct the entire instruction of a lower division course. The minimal qualifications for appointment to the title Associate In \_\_\_\_ shall be possession of a master's degree or equivalent training and at least one year of teaching experience. Instructors of record will normally receive a 50% appointment for a regular academic course.

### Summer Session Workload

1. A Teaching Assistant, Teaching Fellow, or Associate In who is not an Instructor of Record, with a 50% appointment for a five-week summer session shall not be assigned a workload that exceeds 100 hours. Assigned workload is measured by how many hours the University could reasonably expect an ASE to take to satisfactorily complete the work assigned. However, no ASE may work more than 8 hours in any day. This provision shall apply proportionately to other percent appointments and/or Summer Sessions of different lengths.
2. An ASE who is considered the Instructor of Record during the Summer Session will be responsible for the Summer Session course.
3. Readers and Tutors shall be compensated on an hourly basis. Assigned workload is measured by how many hours the University could reasonably expect a Reader or Tutor to take to satisfactorily complete the work assigned.

4. ASE's should initiate discussions with their supervisors as soon as they anticipate any workload related issues.

### General Duties for All Teaching Titles

- To attend, to the extent required by the department, all meetings of the class in which he or she is doing laboratory work, section discussions, or grading papers or exams.
- To consult with the professor in charge of the course as to grading policies, course content, and procedures.
- To attend all meetings of classes, sections, and laboratories for which he or she is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the department and arrange for a substitute.
- To make proper and thorough preparation for each class, lab, or section for which he or she is responsible.
- To assign the amount of written work proper to the lab or section for which he or she is responsible, and to read and grade the written work thoroughly and as rapidly as possible.
- To post at least one office hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
- To report grades accurately and on time to the instructor in charge of the course.
- To give grade books to the instructor in charge at the end of his or her term of appointment.
- To maintain a professional attitude toward all students in his or her classes at all times. The ethical standards of behavior for faculty instructors apply equally to Teaching Assistants.

### Readers

The title Reader is given to a student employed for his or her ability to render diverse services as a "course assistant," which will normally include grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

### Minimum Qualifications for Readers

Readers will usually be graduate students; but qualified undergraduate students may be so employed, especially when graduate students are not available. Professional readers, not enrolled as students, may be employed to meet special needs, but only on an hourly basis. Readers should have maintained at least a 3.0 grade point average in their previous academic work, and should have taken and received at least a "B" in the course or equivalent in which they are serving.

For students who have completed at least one full year of graduate work, the record of the year just past will be substituted for the undergraduate record. The appointing department will have the responsibility of ascertaining that these standards are maintained.

### Tutors

For a position as a Tutor, please contact Lourdes Maldonado at the Learning Center x22516 or via e-mail at [lourdes.maldonado@ucr.edu](mailto:lourdes.maldonado@ucr.edu).