

Teaching Associate

Academic Student Employee (ASE) / Unit 11 Position Description
California State University, Sacramento

Fill out this form and submit along with the ASE Personnel Transaction Form (PTF) and ASE (Unit 11) student application.

The classification for **Teaching Associate** is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study.

Student Employee (name): _____ Date: _____

Department: _____ Working Title: _____

Start Date: _____ End Date: _____

Supervisor: _____

General Duties / Responsibilities (mark applicable items)

Please describe the major duties and responsibilities of the position, and provide a best estimate of the percentage of time spent on each area of responsibility.

Percentage (%)

- | | |
|--|-------|
| <input type="checkbox"/> Attend course lectures | _____ |
| <input type="checkbox"/> Present lectures (Frequency / Duration: _____) | _____ |
| <input type="checkbox"/> Instruction / supervision of _____ sections / courses / labs per week | _____ |
| <input type="checkbox"/> Preparations | _____ |
| <input type="checkbox"/> Hold _____ office hours per week | _____ |
| <input type="checkbox"/> Supervisor / ASE(s) meetings (Frequency / Duration: _____) | _____ |
| <input type="checkbox"/> Read & evaluate student papers (describe: _____) | _____ |
| <input type="checkbox"/> Attend pedagogy classes | _____ |
| <input type="checkbox"/> Proctor examinations | _____ |
| <input type="checkbox"/> Perform individual and / or group tutoring | _____ |
| <input type="checkbox"/> Maintain / submit student records (e.g. grades) | _____ |
| <input type="checkbox"/> Evaluate student assignments | _____ |
| <input type="checkbox"/> Provide research assistance | _____ |
| <input type="checkbox"/> Perform other tasks as assigned: | _____ |

Total: _____

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The supervisor will perform class observations.

Yes

No

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. *However, a TA who also holds a GA or ISA appointment (or a non-represented Student Assistant appointment) can only be appointed up to a combined 20 hours per week.*

NOTE: If you wish to assign a TA more than 20 hours per week, note that is above the normative practice for student workers at CSU Sacramento. We ask you to include an explanation to help determine that the additional work load will not hinder the student's progress to degree. Please include the following:

- Explanation about that the extra work hours will not hinder the student's progress to degree.
- Please include an identification that the student is an advanced student: Both in terms of time in the program and a higher achieving student.
- A plan to check in on the student to make sure they are not becoming overwhelmed with the extra work load.
- An explanation of how you would support the student who appears to be struggling with the extra hours.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.