

GE EMPLOYMENT DUTIES AND EXPECTATIONS

EMPLOYEE: _____

Please meet with the GE supervisor/course instructor during the first week of the term to complete this form. Return this form to the Graduate Programs Office (keep a copy for yourself).

CLASS: _____ Term/Year: _____

SUPERVISING INSTRUCTOR: _____

Your appointment is at ____ FTE, which means an average not to exceed ____ hours a week (no more than 15% of the work may be completed in any one week).*

These will be your duties:

_____ Regularly attend lectures. Note any agreed-upon scheduling conflicts below:

_____ Lead/oversee ____ labs ____ discussion groups ____ times per week

_____ Hold office hours: ____ hours per week

_____ Offer occasional special sessions for students (exam review, extra help, etc.)

_____ Deliver occasional class lectures (specify number of lectures)

_____ Grade classroom/lab assignments

_____ Grade exams

_____ Supply scantron forms to computer services following exams

_____ Grade projects

_____ Enter grades on Canvas

_____ Maintain attendance records

_____ Assist professor with classroom presentations (technology setup, IMC liaison) which may include copying & typing texts and documents

_____ Assist professor with library research, which may include copying & typing

Other responsibilities (specify in detail and/or elaborate on any of the above):

*In case employee's hours exceed appointed allotment in a given week, the supervisor would prefer employee to:

_____ not attend lectures

_____ reduce grading load

_____ other (specify)