GTF EMPLOYMENT DUTIES AND EXPECTATIONS

EMPLOYEE: ____________________________________________

Please meet with the GTF 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 blackboard
_____ 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)