

To Be Filled Out by the Department (One per supervisor)

Employee Name		Employee ID	
Supervisor Name		Department	
Term/Year		Work Hours Per Week	

Course(s) Information if Applicable:

Title		Prefix	
Course #		Section #	
		Course Type (Lec/Lab/Sem/Act)	

The job duties designated below are required of the employee. The appointment terms should reflect the time required to complete these duties. CSU policy limits ISA work assignments to no more than 20 hours in a week during periods of instruction.

Job Duties: Please check all that apply and describe as applicable			
<input type="checkbox"/>	Attend course lecturers	<input type="checkbox"/>	Assist with instruction/teaching
<input type="checkbox"/>	Grading	<input type="checkbox"/>	Preparation for lectures/activities/labs
<input type="checkbox"/>	Individual/Group tutoring	<input type="checkbox"/>	Hold office hours. Number of hours per week: _____
<input type="checkbox"/>	Proctor examinations	<input type="checkbox"/>	Supervisor/team meetings. Number of hours per week: _____
<input type="checkbox"/>	Provide research assistance	<input type="checkbox"/>	Evaluate student assignments/papers
<input type="checkbox"/>	Maintain records	<input type="checkbox"/>	Attend ISA training
<input type="checkbox"/>	Other tasks as assigned. Please list:		

Comments:

- The supervisor will evaluate job performance: Yes \_\_\_\_\_ No \_\_\_\_\_
- If a written evaluation is to take place, the employing department or hiring unit shall communicate, in writing, evaluation criteria, schedule and procedures within the first fourteen (14) days of the appointment period.
- My weekly hours, as averaged over the semester/term, are as assigned above. I understand that I may not work additional hours without written authorization from my designated Supervisor/Chair. Failure to obtain written authorization to work additional hours may result in discipline up to and including termination.

Employee Signature		Date	
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Supervisor or Chair Signature		Date	
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