

**Department/Unit/Program Letterhead**

**\*\*Must be sent by email/electronic\*\***

TO: ASE <<Name>>

FROM: <<Faculty Supervisor Name>>, Supervisor, <<Dept>>

DATE:

**Attached to WNA, or sent via email:** <<email address>>

**Re:** <<Tutor / Reader>> Supplemental Information / Description of Duties

**Quarter(s) of Appointment:** \_\_\_\_\_

<b>REQUIRED INFORMATION</b>	<b>INFO/DESCRIPTION</b>	<b>REVISIONS</b>
FACULTY SUPERVISOR (name/phone/email)		
COURSE ASSIGNED (name/title)		
LOCATIONS - Lecture - Section - Tutoring center - Office/Staff Meeting		
DAYS/TIMES on campus		
<p><b>[if applicable] REQUIRED DUTIES [TUTOR]</b>  <i>(note which apply, and provide estimated time for effective completion of each duty)</i></p> <ul style="list-style-type: none"> <li>● Attend Lectures</li> <li>● Meet with supervisor ___ hours per week</li> <li>● Preparation</li> <li>● Proctor examinations</li> <li>● Perform individual and/or group tutoring</li> </ul>		
<p><b>[if applicable] REQUIRED DUTIES [READER]</b>  <i>(note which apply, and provide estimated time for effective completion of each duty)</i></p> <ul style="list-style-type: none"> <li>● Attend Lectures</li> <li>● Hold ___ office hours per week</li> </ul>		

<ul style="list-style-type: none"> <li>• Meet with supervisor ___ hours per week</li> <li>• Grading student work/assignments/exams</li> <li>• Proctor examinations</li> </ul>		
OTHER DUTIES		
DEPARTMENTAL POLICIES (provide applicable policies, where available – egs., class, section, and/or lab size)		

**[if applicable] TUTOR JOB DESCRIPTION**

Definition: An academically qualified and registered graduate or undergraduate student who provides tutoring to individual (one-on-one) or small groups of students.

Responsibilities: Facilitate independent learning and assist students in understanding course materials. A Tutor will not be given the responsibilities customarily assigned to Teaching Assistants.

**[if applicable] READER JOB DESCRIPTION**

Definition: An academically qualified and registered graduate student (or qualified undergraduate student may be employed when graduate students are not available) employed as a course assistant.

Responsibilities: Generally includes the grading of homework, papers, laboratory reports, or examinations and the holding of office hours to respond to students' questions about such assignments. A Reader will not be given the responsibilities customarily assigned to Teaching Assistants.

\_\_\_\_\_  
 Faculty Supervisor

\_\_\_\_\_  
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Date

Cc: Employment File