

Job Duties Checklist for Faculty and TAs

Duty:	How Often?	Time Frame (Expected Dates)	Resources to Assist
Attend classes			
Read textbook/assignments			
Take attendance			About UT Austin Class Rosters
Take class notes			
Maintain office hours			
Conduct review sessions			Preparing Students for Final Exams
Conduct lab sessions			
Grade homework			eGradebook
Grade essays/papers			eGradebook ; Turnitin
Show films/videos			Technology Classrooms Support
Conduct field trips			
Prepare transparencies or other teaching materials			
Write exam questions			Evaluating Student Learning in Large Classes: Designing the Multiple-Choice Exam
Proctor exams			
Grade exams			eGradebook

Duty:	How Often?	Time Frame (Expected Dates)	Resources to Assist
Arrange for machine-grading of exams			Scanning Services Homepage
Maintain class records			
Meet with professor or other TAs regularly			
Coordinate other TAs' duties			
Prepare mid-semester reports			Ongoing Course Assessment
Help in computing final grades			eGradebook
Communicate with students on-line			Building an Online Community
Develop or maintain course web-site			Introduction to Blackboard