



جامعة الكويت  
KUWAIT UNIVERSITY

## Deanship of Admission & Registration

**According to the recommendation of the Faculty and Staff Affairs Committee held on  
07/07/2013**

### **Job Description of the Teaching Assistant**

#### **A- Teaching Load:**

The full teaching load for the Assistant Lecturer is five courses or study groups, or their equivalent according to the hour-based system. This includes (a maximum of) 12 actual contact hours of academic instruction under the supervision of the relevant faculty member.

#### **B- Teaching Duties:**

The teaching duties include any of the following:

1. Teaching courses at the 100 level, according to the decision of the University Council in this regard.
2. Teaching or assisting in the teaching of laboratory courses.
3. Teaching remedial courses (Remedial).
4. Teaching problem-solving sessions and exercises (Tutorials).
5. Teaching application sessions and discussing and solving case studies. It should be noted that the above teaching tasks include everything associated with them, such as preparing and correcting exams, correcting assignments, and short tests, as well as preparing the library hours. These activities should not be considered additional burdens. All tasks (from 1 to 5) must be formally included in the academic schedule, and these tasks are considered actual contact hours.
6. Assisting in teaching: preparation and correction of practical exams and short quizzes, correction of weekly assignments and lab reports, grading of objective tests (multiple-choice exams), and assisting in the supervision of student projects, discussion sessions, and field training.

#### **C- It is permissible to assign the assistant professor other tasks in the following manner:**

1. Participating in supervising exams for other courses (in addition to those they are teaching, if applicable).
2. Participating in internal and external field visits (practical teaching for students) and field trips.
3. Providing supporting assistance for the work of departmental and college committees, conferences, and workshops organized by the department or college.
4. Performing any other similar tasks assigned by the immediate supervisor.



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#### **D- Procedures:**

1. The academic departments determine their needs for assistant lecturer positions considering the job descriptions and workload specifications mentioned above. The college then submits its requests to the Vice President for Academic Affairs.
2. The requests submitted by the college are reviewed by the Assistant Lecturers Committee, chaired by the Vice President for Academic Affairs, and including the Dean of the relevant college and the Dean of Admission and Registration as members. The committee may decide whether or not to allocate assistant lecturer hours for a specific course and determine the proportion of these hours in relation to the total course load. This is based on the nature of the course, the number of enrolled students, and the type of tasks required to ensure the course is taught effectively and efficiently.