

How We Allocate TA-ships for Winter Quarter
(Most of these decisions are usually made in late October/early November.)

We begin by listing the graduate students in the following order:

1. Students in their first four years of graduate school who were guaranteed one or more years of full funding when admitted, provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress is defined in Part III.J of the *Guide for Graduate Students in Economics*.
2. Students in their first four years of the program, who were not admitted with full funding, who are meeting satisfactory progress requirements, and who have a cumulative GPA of 3.8 or higher from a full load of courses.*
3. Fourth year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have passed the general examination.
4. Fourth year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have established a supervisory committee.
5. Third year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have a GPA of at least 3.6.
6. Second year students who have satisfied the core requirements and have good teaching evaluations (if they have taught previously).
7. Fourth year students who have satisfied the core and field requirements and have good teaching evaluations (if they have taught previously), but have not established a supervisory committee. *Note that **satisfactory progress** requires students to establish a supervisory committee during the third year and that **minimally acceptable progress** requires students to establish a supervisory committee by the end of autumn quarter of the fourth year.*
8. Second year students who have passed one core examination and failed the other, have a cumulative GPA of 3.8* or better in the first year core courses, and have good teaching evaluations (if they have taught previously).
9. Fifth year students who have satisfied the core and field requirements, have passed the general examination, and have good teaching evaluations.
10. Fifth year students who have satisfied the core and field requirements, have good teaching evaluations, and have not passed the general examination provided the supervisory committee chair confirms that acceptable progress is being made.
11. All others.

Within groups students are ranked by GPA, except for group 11. The ranking of people in group 11 depends on the circumstances. We work our way down the list, subject to the notes at the end of this document, until all TA positions have been allocated.

*Approved non-economics courses may be excluded from the cumulative GPA in meeting this requirement.

How We Allocate TA-ships for Spring Quarter
(Most of these decisions are usually made in late January/early February.)

We begin by listing the graduate students in the following order:

1. Students in their first four years of graduate school who were guaranteed one or more years of full funding when admitted, provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress is defined in Part III.J of the *Guide for Graduate Students in Economics*.
2. Students in their first four years of the program, who were not admitted with funding, who are meeting satisfactory progress requirements, and who have a cumulative GPA of 3.8* or higher from a full load of courses.
3. Fourth year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have passed the general examination.
4. Fourth year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), have established a supervisory committee, and have not yet passed the general examination. *Note that **satisfactory progress** requires students to establish a supervisory committee during the third year and that **minimally acceptable progress** requires students to establish a supervisory committee by the end of autumn quarter of the fourth year.*
5. Third year students who have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have a cumulative GPA of at least 3.6.
6. Second year students who have satisfied the core requirements and have good teaching evaluations (if they have taught previously).
7. Second year students who have passed one core examination and failed the other, have a cumulative GPA of 3.8* or better in the first year core courses and have maintained that GPA, and have good teaching evaluations (if they have taught previously).
8. Fifth year students who have satisfied the core and field requirements, have good teaching evaluations, and have passed the general examination.
9. Fifth year students who have satisfied the core and field requirements, have good teaching evaluations, and have not passed the general examination provided the supervisory committee chair confirms that acceptable progress is being made.
10. All others

Within groups students are ranked by GPA, except for group 10. The ranking of people in group 10 depends on the circumstances. We work our way down the list, subject to notes at the end of this document, until all TA positions have been allocated.

*Approved non-economics courses may be excluded from the cumulative GPA in meeting this requirement.

**How We Allocate TA-ships for Summer Quarter
(Most of these decisions are made during the preceding spring quarter.)**

The Department has a limited number of TA-ships for summer quarter. Traditionally these have been used to reward both good teaching and academic performance. In what follows the term "average teaching evaluation" refers to the (adjusted) average of items 1-4 on the evaluation report.

We begin by dividing graduate students into the following four groups:

1. First year students who have a cumulative GPA of 3.5 or better and whose average teaching evaluations for the previous two quarters is at least 3.5. If a student did not teach in both of those quarters, then we will use the average teaching evaluation for the one quarter during the current academic year that is available.
2. Second year students who have satisfied the core requirements, have a cumulative GPA of 3.5 or better, and whose average teaching evaluation for the previous autumn and winter quarters is at least 3.50. If a student did not teach in both of those quarters, then we will use the average teaching evaluation for the one quarter during the current academic year that is available.
2. Third year students who have satisfied the core and field requirements, have a cumulative GPA of 3.5 or better and whose average teaching evaluation for the previous autumn and winter quarters is at least 3.50. If a student did not teach in both of those quarters, then we will use the average teaching evaluation for the one quarter during the current academic year that available.
3. Fourth year students who have satisfied the core and field requirements, have a cumulative GPA of 3.5 of better, have established a supervisory committee, and whose average teaching evaluation for the previous autumn and winter quarters is at least 3.50. If a student did not teach in both of those quarters, then we will use the average teaching evaluation for the one quarter during the current academic year that available.

Cumulative GPA and teaching performance will both be used to determine ranking within groups. We will do our best to allocate the available TA-ships across the second, third, and fourth year cohorts in proportion to the total eligible size of the respective cohorts; and we will try to have at least one TA from each cohort.

How We Allocate TA-ships for Autumn Quarter
(Most of these decisions are made during the preceding spring quarter.)

We begin by listing the graduate students in the following order:

1. Students who will be in their first four years of graduate school and who were guaranteed one or more years of full funding at admission provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress is defined in Part III.J of the *Guide for Graduate Students in Economics*.
2. Students who will be in their first four years of the program, who were not admitted with funding, who are meeting satisfactory progress requirements, and who have a cumulative GPA of 3.8* or higher from a full course load.
3. Students who will be entering their fourth year provided they have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have passed the general examination.
4. Students who will be entering their fourth year provided they have satisfied the core and field requirements, have good teaching evaluations (if they have taught previously), and have established a supervisory committee but have not yet passed the general examination.
5. Students who will be entering their third year provided they have satisfied the core requirements, have good teaching evaluations (if they have taught previously), and have a cumulative GPA of at least 3.6. Students in this group are expected to satisfy their field requirement by September just before the beginning of their third year. Since the allocation of TA positions for autumn quarter is done during the previous spring, we do not have information about whether students have satisfied the field requirement when making those decisions. If additional TA positions become available after we have results for the field requirement, then we will use that information when making decisions for those positions. If a student has an "I" grade in a course that is being used to satisfy a field requirement, we will not require that the "I" be converted to a numerical grade when allocating TA-ships for autumn quarter.
6. Students who will be entering their fifth year provided they have satisfied the core and field requirements, have good teaching evaluations, and have passed the general examination.
7. Students who will be entering their fifth year provided they have satisfied the core and field requirements, have good teaching evaluations, have established a supervisory committee, and have not yet passed the general examination provided the supervisory committee chair confirms that acceptable progress is being made.
8. All others.

Within groups students are ranked by GPA, except for group 8. The ranking of people in group 8 depends on the circumstances. We work our way down the list, subject to the notes at the end of this document, until all TA positions have been allocated.

*Approved non-economics courses may be excluded from the cumulative GPA in meeting this requirement.

NOTES

- a. All TAs must have completed ECON 602. (In autumn quarter, first year students can be TAs if they take ECON 602 concurrently.)
- b. International students MUST satisfy the University's English language proficiency requirement. See Simon if you have questions about this.
- c. Students who were guaranteed funding when admitted must make satisfactory progress as defined in Part III.J of the *Guide for Graduate Students in Economics* in order to maintain the guarantee of funding.
- d. The phrase "good teaching evaluations" means that the (adjusted) average of items 1-4 on the evaluation report is at least 3.00. We will issue a warning if a TA has one evaluation below that level; additional evaluations below that level jeopardize future funding.
- e. Students with existing salaried or fellowship funding will be offered a TA-ship only under exceptional circumstances.
- f. All TAs are expected to follow the basic rules. Improper absences or backing out of a TA agreement within thirty days of the beginning of a quarter jeopardizes future funding, *i.e.*, can put a student in the bottom group for all following quarters.
- g. Students in the third year or beyond are required to attend 4 departmental seminars and 2 workshop presentations during each quarter they are registered (excluding summer quarter), and they are also required to obtain satisfactory interim adviser progress reports for each quarter between the time coursework is finished and a supervisory committee is established.
 - (i) We will issue a warning for the first failure to satisfy either of these requirements. Each succeeding failure to satisfy the requirements will place a student in the bottom group for one quarter.
 - (ii) The seminar attendance requirement will be waived by the Graduate Program Director if it is not feasible for a student to attend seminars. (For example, the requirement would be waived for a student who is at the dissertation stage and has a concurrent job outside the Seattle area.)
- h. Students who teach independent 200- or 300-level sections are expected to follow the grading criteria listed in the relevant guidelines issued by the course supervisor. Adherence to these criteria may be used as a factor in determining future funding.
- h. In choosing TA instructors for upper division courses where there are special skill requirements, we may need to depart from the above ranking system in order to staff courses.
- i. All TAs are expected to satisfy the Graduate School regulations.
- j. A fifth year student who has had a two year award as a CSDE Fellow and who is making satisfactory progress as defined in Part III.J of the *Guide for Graduate Students in Economics* will be viewed as a fourth year student (without guaranteed funding) when allocating TA-ships.