GRADUATE STUDENT GUIDE
UW ECONOMICS

Updated 1/7/26

Table of Contents

1) Program Overview

This guide should answer many of your questions about the Department of Economics graduate program. It is also important to familiarize yourself with the Graduate School requirements. You are responsible for knowing and following departmental and Graduate School requirements. This guide will be updated periodically.

Key Personnel

Eric Zivot (ezivot@uw.edu) is the Economics Department Chair. Eric is responsible for overseeing the department. He appoints both the Graduate Program Coordinator and the Graduate Program Committee.

Alan Griffith (alangrif@uw.edu) serves as the Graduate Program Coordinator (GPC) /Director. The Director is a faculty member that oversees the graduate program. This includes strategic planning, managing admissions and awards, overseeing graduate student progress (e.g., petitions and appeals), and registration for ECON 600 and 601.

Michelle Foshee (mfoshee@uw.edu) is the Graduate Program Advisor (GPA). She is the staff member responsible for running the graduate program. You will work closely with her as you move through the program. She can help you with registration, signing up for exams, and filing paperwork with the Graduate School. She can answer questions about departmental and Graduate School policies and procedures.

The **Graduate Program Committee** includes faculty members that oversee the graduate program. The chair of the committee is the GPC. The committee also includes the GPA and a graduate student representative. The graduate student committee selects the graduate student representative.

Glossary of Terms:

GPC: Graduate Program Coordinator (aka Director)
GPA: Graduate Program Advisor
ASE: Academic Student Employee
ISS: International Student Services

Quick Reference Links

- Graduate School Policies and Procedures
- International Student Services
- Travel Policy
- Travel Authorization Request
- TA Allocation Process

The PhD program in economics consists of three phases:

- Phase 1: One year of core courses, followed by core examinations in microeconomics and macroeconomics

- Phase 2: One year of elective field courses, followed by examination(s) in the student's field of study.
- Phase 3: Successful completion of a dissertation

Satisfactory Progress Timeline

The PhD program is designed to be completed in 4-6 years. The timeline in Table 1 below lists satisfactory progress deadlines. Satisfactory progress is used to make departmental funding decisions. Major deadlines are highlighted in dark purple.

Use this timeline as a planning tool as you move through the program. Reach out to the GPA if you are concerned about not making a satisfactory progress deadline.

In addition to departmental requirements, all University of Washington Graduate School requirements must be satisfied. You can learn more on the Graduate Degree requirements (Policy 1.1) page. Note: The Graduate School requires a cumulative GPA of 3.0 or higher.

TABLE 1: Satisfactory Progress Timeline

Note: Satisfactory progress is used to make departmental funding decisions. Major milestones are highlighted in dark purple.

UW Graduate School Policy 1.1: Graduate Degree Requirements

Year	Task	Autumn	Winter	Spring	Summer	Post-Summer	During this year, on this timeline students will:
1	Courses	ECON 500 (Micro I) ECON 502 (Macro I) ECON 580 (Metrics I) ECON 602 (Teaching Econ)	ECON 501 (Micro II) ECON 503 (Macro II) ECON 581 (Metrics II)	ECON 508 (Micro III) ECON 509 (Macro III) ECON 582 (Metrics III)			• Complete core coursework • Pass core exams in micro & macro economics • Take ECON 602 to work as a TA • (for some non-native English speakers): Satisfy English language requirements for serving as a TA
	Other			Field Day (June)	Prepare for Core Exams	Core Exams	
2	Courses	Complete 8 Field Electives					• Complete elective coursework • Satisfy requirements for TWO fields of specialization • Pass field exam(s)
	Other			Field exam sign-up Core Exam (retake)	Prepare for Field exam(s)	Field Exam(s)	
3	Courses	ECON 600 or ECON 800					• Select Interim advisor (quarter after completion of coursework) • Enroll in ECON 600 or ECON 800 (after formation of supervisory committee) • Submit interim advisor report (quarterly) • Begin research • Develop dissertation topic • Attend 4 Seminars and 2 brown bags per quarter • Investigate funding options and internships
	Other	Select Interim Advisor (October) 4 Sems/ 2 BB	4 Sems/ 2 BB Field Exam (retake)	4 Sems/ 2 BB			
4	Courses	ECON 600 or 800	ECON 800	ECON 800			• Research Presentation • Establish Supervisory Committee • Enroll in ECON 600 (with Interim Advisor) or ECON 800 (after establishing Supervisory Committee) • Submit interim advisor report (quarterly) • Work on dissertation • Pass General Exam
	Other	4th year presentations (October) 4 Sems/ 2 BB	Establish Supervisory Committee (January) 4 Sems/ 2 BB	Pass General Exam 4 Sems/ 2 BB			

5	Courses	ECON 800					• Continue work on dissertation • Prepare job materials • Present at professional conferences
	Other	4 Sems/ 2 BB	4 Sems/ 2 BB	4 Sems/ 2 BB			
6	Courses	ECON 800					• Apply for jobs • Submit paper for publication • Present at conferences • Finish and defend dissertation
	Other			Pass Final Exam			

2) Ph.D. Program Requirements

Core Courses

The core program provides tools and training for advanced work in economics. During the first year of the program students complete a set of core courses in microeconomics (Econ 500, 501, and 508), macroeconomics (Econ 502, 503, and 509), and econometrics (Econ 580, 581, and 582). Course descriptions are available in the UW Course Catalogue.

The minimum required grade for all core courses is 2.7. The econometrics sequence requires a 3.0 average. Courses may be repeated once. Students must pass core courses on the second attempt to continue in the program.

Core Exams

You are required to pass core examinations in microeconomics and macroeconomics. Core examinations cover basic economic theory at the level of the core courses. Students are not expected to have taken any course work in economic theory beyond the core courses, but they are expected to have done reading and other work to extend, integrate, and consolidate their understanding of materials presented in the core courses.

All PhD students take both core examinations in September before the beginning of their second year in the program. Exams are typically scheduled one or two weeks before the start of Fall quarter. Exact dates are announced during the preceding quarter. Students who do not pass a core examination[s] have a retake opportunity in the spring of their second year in the program. One retake per exam is allowed. If a student does not take a core examination when required, this counts as one of the two exam attempts. In order to make satisfactory progress, students must pass the core exams in the first two attempts. Students must pass both core exams by the second attempt to continue in the program.

Field Electives

In the second year of the program, students focus on field electives. (A list of field electives courses can be found in the Appendix). You will take at least eight elective courses in economics at the 500 level. At least one of the courses must be in advanced microeconomics or advanced macroeconomics. Two of the eight elective courses may be chosen from graduate level courses offered by other UW departments, provided that the Graduate Program Director has pre-approved them. The graduate program advisor has a list of pre-approved courses.

- Electives must be taken for a numeric grade, not on a credit/no credit or S/NS basis.
- A grade of at least 3.0 is required in each course.
- ECON 537 and ECON 538 do not satisfy this elective course requirement.

Since a large majority of PhD dissertations rely on econometric methods, we strongly suggest coursework in the advanced econometrics sequence (ECON 583, 585, 586, 587, 589)

When choosing elective courses, students should consider the field requirements described in the next section.

Field Requirement

Field coursework prepares students to satisfy the requirements for two fields of specialization. (Eligible fields and corresponding courses are listed in the Appendix). The field requirement is completed in ONE of the following ways:

1) Earn an average grade of 3.8 or higher in the coursework corresponding to a field **and** pass an exam in a second field, **OR**
2) Pass exams in two fields of specialization

Field exams are offered in September before the beginning of the third year in the program. Exams are typically scheduled one or two weeks before the start of the quarter. Students who do not pass a field exam have a retake opportunity in the winter of their third year in the program. A student may retake a field examination or a field course once. If a student does not pass after attempting two different fields, s/he can submit a petition to the Graduate Committee to attempt the exam for a third field. Students must satisfy field requirements to continue in the program.

Students sign up for the field exams in the summer after their second year. Students may not register for a field exam unless they have successfully completed ALL the courses required for that field of specialization by the exam date.

A few things to keep in mind:
- In fields with more than 2 courses, the two highest grades are used to determine the test-out average of 3.8 or higher
- Incomplete (“I”) and unrecorded (“X”) grades must be resolved before scheduling a field exam
- Field courses may have prerequisites. Prerequisites are listed in the Course Catalogue
- It is the student's responsibility to sign up for the field exams
- Students must pass the core examinations before taking any field examinations
- We encourage you to reach out to relevant faculty members for additional information concerning field requirements

Fields of Specialization Courses

This list includes only the primary courses for each field. Some of these courses have prerequisites and there may be other related courses that are recommended as part of the graduate program. Before enrolling in field courses, students should consult with the faculty members responsible for the fields that they plan to pursue. Some fields may not be offered every year. Past field exams are not given out for review.

TABLE 3: Fields of Specialization

Fields	Course Requirements
Advanced microeconomics	Choose **TWO**: ECON 511 Advanced Microeconomic Theory: Selected Topics ECON 516 Introduction to Noncooperative Game Theory ECON 518 Contract Theory * ECON 515 (offered irregularly)

Advanced macroeconomics	Choose **TWO**: ECON 527 Empirics and Theory in Macroeconomics ECON 572 International Financial and Monetary Economics ECON 592 Financial Markets and Economic Development ECON 594 Economic Growth * ECON 512 offered irregularly as part of the field
Econometrics	ECON 583 Econometric Theory I & **ONE** of the following: ECON 584 Econometric Theory II ECON 585 Econometric Theory III ECON 586 Advanced Applied Time Series Analysis ECON 587 Applied Microeconometrics ECON 589 Financial Econometrics
Development	Choose **TWO**: ECON 590 Introduction to Development Economics ECON 591 Topics in Development Economics 1 ECON 593 Topics in Development Economics 2
Finance †	Choose **TWO**: FIN 580 Financial Economic FIN 585 Empirical Methods in Finance FIN 590 Capital Market Theory FIN 591 Corporate Finance FIN 592 Financial Research
Industrial Organization	Tested on **BOTH** of the following: ECON 525 Computational Methods for Structural Economic Analyses ECON 532 Empirical Industrial Organization I ECON 534 Empirical Industrial Organization

† The finance field can be fulfilled by completing any two of the listed courses with an average GPA of at least 3.8. Students wishing to complete the field using any alternative courses must first have their course plan approved in writing by Eric Zivot.

Field Day

In June, first-year students and faculty come together for Field Day. The goal of this event is for faculty to promote and answer questions about field courses scheduled for the upcoming year.

Seminars and Brownbag Attendance

Seminars and brown bags are an important part of the PhD training. Starting in the third year of the program, students are required to attend at least four departmental seminar presentations and two brown bags during each quarter in which they are registered. When attending seminars, students write their name on a sign-up sheet. At the end of each quarter, each student’s attendance record will be reported to his/her interim adviser. Please be aware attending and presenting are two different things.

The Department offers three ongoing workshops in the areas of macro and international economics, labor and development economics, and natural resource economics. Students and faculty use these workshops to present work in progress. Attending and presenting at workshops helps students identify and develop dissertation topics.

Interim Advisor

After completing coursework, students choose an interim advisor. The interim adviser should be a faculty member in the economics department. Their role is to offer guidance on selecting a dissertation topic, conducting research, and forming a doctoral supervisory committee. (Beginning in Academic Year 2026-2027) *To maintain satisfactory progress in the program, students choose an interim advisor by October of their 3rd year in the program.*

Quarterly enrollment in ECON 600 (credit/no credit) is required while working with an interim advisor. Use your interim advisor's faculty code to register for ECON 600. (The graduate program advisor has a list of faculty codes).

4th Year Research Presentation

At the beginning of the fourth year in the program, students make a short (20-minute) presentation about the research progress they made in Year 3 of the program. Selected faculty members (including interim advisors) and fellow students are encouraged to attend this event.

Dissertation Process Overview

Beginning in the 4th year of the program, you will enter the dissertation phase of your training. This phase includes forming your supervisory committee, taking your general exam, writing your dissertation, taking your final exam, and submitting your dissertation to the Graduate School. Each milestone is described below.

Supervisory Committee

You will form your Doctoral Supervisory Committee after you complete the required coursework, pass the core examinations, satisfy the field requirements, and develop a dissertation topic. Graduate School Policy 4.2 outlines the role, timeline, and composition of the supervisory committee. You should complete the Establish a Supervisory Committee form after you have identified and collected email approvals from each committee member. *To maintain satisfactory progress in the program, students should establish their supervisory committee by January of the 4th year in the program* .

Consider these requirements as you put together your supervisory committee:

- Minimum of 4 members, including the Chair and the Graduate School Representative (GSR)
- The Chair of your committee must be a full-time active faculty member in the Economics Department with an endorsement to chair a committee
- **At least 50% of your committee members should be faculty in the Economics department**
- One committee member who is not a member of the UW Graduate Faculty can serve with the approval of the Chair

After the formation of the Supervisory Committee, you should:

- register for ECON 800
- complete a minimum of 27 credits of ECON 800 over a period of at least three quarters
- meet regularly with your committee chair

To make changes to a supervisory committee, submit a Supervisory Committee Change form. This form asks for (1) the reasons for the requested change and (2) email approvals from the chair, the committee member being dropped, and the committee member being added. ***Best practice***: Plan in advance. Multiple committee members, the Graduate Program Advisor, and the Graduate School must sign off on committee changes.

General Exam

The general examination is an oral defense of the dissertation proposal. The General Exam is scheduled online through the MyGrad student portal. You can learn more about the general exam in Graduate School Policy 1.1: Graduate Degree Requirements*. To maintain satisfactory progress in the program, students should pass the general exam by Spring quarter of the 4th year in the program.*

Here is how to prepare for the general exam:

1. Request a degree audit from the GPA to ensure that you have met all departmental and Graduate School requirements
2. Register for 800 credits
3. Confirm your readiness for the exam with your chair
4. Coordinate day/time/modality (in-person, remote, hybrid)
5. Schedule a room for the exam (if needed)
6. Schedule the exam in MyGrad
7. Send all committee members and the GPA a copy of the exam paper 3 weeks before the exam
8. Send a calendar invite to your committee members and confirm that they have accepted the invite

General exams are public. One week before the exam, the GPA will announce exam details (time, place, committee composition) and provide access to exam papers.

Candidacy

After passing the general exam, students advance to candidacy. This is a significant milestone in the PhD program.

Final Exam

The Final Examination is an oral defense of the completed dissertation. The Final Exam is scheduled online through the MyGrad student portal. You can learn more about the final exam in Graduate School Policy 1.1: Graduate Degree Requirements. *To maintain satisfactory progress in the program, students should pass the final exam by Spring quarter of their 6th year or within two years of the general exam.*

Here is how to prepare for the final exam:

1. Request a degree audit from the GPA to ensure that you have met all departmental and Graduate School requirements
2. Register for 800 credits
3. Confirm your readiness for the exam with your chair
4. Confirm the composition of your committee in MyGrad
5. Establish your Reading Committee. Readers are members of your committee who will read and approve your dissertation. You can learn about the reading committee in Graduate School Policy 4.2.2.5). At least two of your readers must be Economics faculty members. Email the names of your readers to the GPA, who will set up the reading committee in MyGrad.

6. Coordinate day/time/modality (in-person, remote, hybrid)
7. Reserve a room (if needed)
8. Schedule your exam in MyGrad
9. Send a calendar invite to your committee members and confirm that they have accepted the invite
10. Send all committee members and the GPA a draft of the dissertation at least 3 weeks before the exam

Final exams are public. One week before the exam, the GPA will announce exam details (time, place, committee composition) and provide access to the dissertation.

Completing the PhD Degree

Completing your PhD includes many academic and administrative steps. The graduate school has a Graduation Page which includes a final quarter timeline and a detailed graduation checklist. The GPA is happy to answer any questions.

3) MA Degree

MA Requirements

Students continuing in the PhD program satisfy the requirements for the MA degree by

I. passing the microeconomics and macroeconomics core exams
II. completing eight elective courses
III. satisfying two fields of specialization.

Students not continuing in the PhD program earn a master's degree by satisfactory completion of:

- All core courses. A grade of 2.7 or higher is required in each course. Minimally acceptable deadline: end of spring quarter of the second year.
- Seven elective courses in Economics at the 500 level. A minimum of two courses must be in the same field of specialization. A grade of 2.7 or higher in each course. Minimally acceptable deadline: end of autumn quarter in the third year.
- Three credit hours of a supervised internship (ECON 601). The goal of the internship is to ensure that MA students have practical experience with empirical problems and analysis. The requirement can be satisfied by

    1) working in an approved internship program outside the University,
    2) working as a research assistant for a faculty member, or
    3) completing an independent research project under faculty supervision.

The internship should be pre-approved by the GPC. Students may register for ECON 601 credits retroactively (e.g., in the autumn quarter students may register for research performed during the preceding summer. Minimally acceptable deadline: end of spring quarter of third year.

MA Application

Students apply for the MA degree online through the MyGrad student portal. Applications are valid for one quarter only. You must be registered during the quarter in which the degree is expected.

4) Registration and Enrollment

To maintain graduate status, students must be enrolled full-time (10+ credits) or part-time or be on-leave status from the time of first enrollment in the graduate program until completion of all requirements for the graduate degree.

Living in UW Housing, working as an ASE, and some financial awards require full-time enrollment. Reach out to the GPA if you have questions.

International Students

International students on a visa must be registered for ten credits every quarter except summer quarter to maintain full-time student status and to satisfy their visa requirements. ECON 600 (independent study) may be taken in addition to core or field courses to fulfill the ten-credit requirement.

International students at the dissertation phase (defined by enrollment in ECON 800) may be able to register for only 2 credits per quarter during the academic year and still be considered full-time for visa purposes. This policy is outlined on the ISS F1 Enrollment Requirement Page. Note: A minimum of 27 credits of ECON 800 over 3 quarters is required for graduation. Contact your ISS advisor with enrollment questions.

Academic Student Employee (ASE) Enrollment

Students with teaching, research, or staff assistantship must be registered.

- During the academic year (autumn-spring) full-time enrollment is required. ECON 601 (internship) may be taken in addition to core or field courses to fulfill the ten-credit minimum.
- During summer quarter, 2 credits are considered full-time.

ECON 600 and 800

Students who have finished their coursework, but who have not yet formed a Supervisory Committee register for ECON 600 (independent study). After the formation of the Supervisory Committee, students enroll in ECON 800 (dissertation)

On-Leave status

Official leave from the UW is on a quarter-by-quarter basis. Typically, we will require a faculty sponsor before approving additional leave after the first quarter is granted. The Graduate School On-Leave Status page explains eligibility requirements and procedures.

On-leave status interrupts any funding that has been awarded, and there is no guarantee that continued funding will be available upon return. Students who hold fellowships, grants, stipends, or other forms of funding at a monetary level comparable to the level of support provided by the Department will generally not receive teaching assistantships.

5) Academic Progress

Satisfactory and Minimal Progress

The PhD program is designed to be completed in 4-6 years.

- Satisfactory progress deadlines are used to make funding decisions. Students making satisfactory progress receive priority consideration for funding. Satisfactory progress deadlines are listed above in Table 1: Satisfactory Progress Timeline
- Minimal progress deadlines are listed below in Table 2. These deadlines are used to determine academic status. Unless otherwise noted, the deadline is the *end* of the quarter listed.

TABLE 2: Minimum Progress Deadlines

Program Year	Autumn Quarter	Winter Quarter	Spring Quarter	Summer Quarter
2			Complete Core Courses	
			Pass Micro and Macro Core Exams	
3	Complete Elective Courses		Satisfy Field Course/Exam Requirements	
4			Establish Supervisory Committee (May 1)	
5	Pass General Exam (Oct. 1st)			
7				Pass Final Exam

Note: In exceptional circumstances, a student may petition the Graduate Program Director to extend a minimally acceptable progress deadline.

Low Scholarship

Graduate School Policy 3.7: Academic Performance and Progress outlines the policies for academic performance. To remain in good standing, students must satisfy both the Graduate School requirements and meet departmental minimally acceptable progress deadlines. For students not meeting minimal progress deadlines, we use a tiered approach that includes Notification, Academic Alert, Final Academic Alert, and Academic Drop. This process is meant to clearly communicate expectations and consequences to students who are not meeting program expectations.

Students who do not pass the core exams and satisfy field requirements by the minimal progress deadlines may be dropped from the program without progressing through Academic Alert and Final Academic Alert status.

6) Student Life

The Graduate Student Committee serves as the voice of the student body to the department. It represents graduate student perspectives and brings forward concerns, questions, and suggestions to faculty and the department. The committee also builds community by organizing social events throughout the year. There are one to three representatives from each cohort to ensure that all voices and experiences are included and that communication between students and faculty remains accessible and collaborative.

7) Graduate Student Resources

Departmental resources

Travel Authorization Request
Establish your Supervisory Committee

Resources for TAs and Ras

Teaching@UW
TA/RA Salaries
Union Contract

Graduate School

Graduate School Policies and procedures
Final Quarter Timeline and Checklist
Graduate School Guide
MyGrad

International Students

International Student Services
International Graduate Student Guidance – UW Graduate School
International Graduate Student Travel Disruption FAQ
Office of the Provost: International students and scholars updates

UW communities

GSEE (Graduate Student Equity and Excellence)
The Q Center
Student Veteran Life
FIUTS (Foundation for International Understanding through Students)

Affiliate Units

Center for Studies in Demography and Ecology
Center for Statistics and the Social Sciences

Health and Wellness

Husky Health & Well-Being
Counseling Center
SafeCampus
UW Recreation
Campus Safety Resources
Disability Resources

Technology

UW Software
OneDrive

Miscellaneous

UW academic calendar
Registrar
Office of Student Financial Aid
UW Emergency Aid
Student Legal Services
Office of the Ombud
Title IX Office

8) Appendix

TA Allocation Process

TA Allocation Procedures for Winter Quarter

(Most decisions are made in late October/early November.)

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

1. Students who were admitted with at least one year of full funding, *during the period promised full funding*, provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress is defined in Table 1 of the *Guide for Graduate Students in Economics*.
2. Second year students who were admitted with at least two years of full funding, who in their first attempt at the core exam failed one exam (but passed the other), and whose cumulative GPA is 3.5 or higher.
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. Second year students who were admitted with at least two years of full funding, who in their first attempt at the core exam failed at least one exam, and who were not ranked 2.
8. 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 in the beginning of the fourth year and that **minimally acceptable progress** requires students to establish a supervisory committee by May of the fourth year.*
9. Second year students who were not admitted with full funding, who have passed one core examination and failed the other, have a cumulative GPA of 3.75* or better in the first-year core courses, and have good teaching evaluations (if they have taught previously).
10. Fifth year students who have satisfied the core and field requirements have passed the general examination and have good teaching evaluations.
11. 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.
12. All others.

Within groups students are ranked by GPA, except for groups 9-11. The ranking of people in groups 9-11 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.

TA Allocation Procedures for **Spring Quarter**

(Most decisions are made in early February.)

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

1. Students who were admitted with at least one year of full funding, *during the period of promised full funding*, provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress timeline is defined in [Table 1 of the Graduate Student Guide](#).
2. Second year students who were admitted with at least two years of full funding, who in their first attempt at the core exam failed one exam (but passed the other), and whose cumulative GPA is 3.5.
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. *Note that **satisfactory progress** requires students to establish a supervisory committee at the beginning 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 were admitted with at least two years of full funding, who in their first attempt at the core exam failed at least one exam, and who were not ranked 2.
8. Second year students who have passed one core examination and failed the other, have a cumulative GPA of 3.75* or better in the first-year core courses and have maintained that GPA, and have good teaching evaluations (if they have taught previously).
9. Fifth year students who have satisfied the core and field requirements, have good teaching evaluations, and have passed the general examination.
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 groups 8-10. The ranking of people in groups 8-10 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.

TA Allocation Procedures for **Summer Quarter**
(Most 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 are 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 evaluations for the previous autumn and winter quarters are 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.
3. Third year students who have satisfied the core and field requirements, have a cumulative GPA of 3.5 or better and whose average teaching evaluations for the previous autumn and winter quarters are 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.
4. 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 evaluations for the previous autumn and winter quarters are 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.

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.

TA Allocation Procedure for **Autumn Quarter**
(Decisions are made in Spring quarter, so all requirements should be met by May 1st including steps to maintain satisfactory progress)

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

1. Students who were admitted with at least one year of full funding, *during the period of promised full funding*, provided they are making satisfactory progress and have good teaching evaluations (if they have taught previously). Satisfactory progress is defined in Table 1 of the Graduate Student Guide.
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 3.75* 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 groups 6-8. The ranking of people in groups 6-8 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

Requirements for serving as a TA:

a. Complete ECON 602. For first year students, concurrent enrollment is allowed.
b. Satisfy the English requirements in Graduate School Policy 5.2: Conditions of Appointment for TAs who are not Native Speakers of English
c. [For students with guaranteed funding]: Make satisfactory progress. See the Satisfactory Progress Timeline.
d. Maintain "Good" teaching evaluations (3.00 or higher on the (adjusted) median average).
    a. Students with evaluations lower than 3.0 receive one warning and additional support. Additional evaluations below that level jeopardize future funding.
    b. Teaching evaluations are required. Specify that a copy of the results be provided to the Chair of the Department
e. [For students in the third year or beyond]: Attend 4 departmental seminars and 2 Brown Bag presentations during each quarter they are registered (excluding summer quarter). This requirement is waived in exceptional circumstances.
    a. Student not meeting this requirement receive one warning. If it happens again, the student goes to the bottom of the ranking for one quarter.
    b. The seminar attendance requirement can be waived under exceptional circumstances by the Graduate Program Director.
f. [For students who have completed their coursework and have not yet established a supervisory committee]: Obtain quarterly satisfactory interim adviser progress reports
g. [For independent instructors of 200- or 300-level sections]: Follow 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. [For teachers of independent sections]: Serve as a TA for 2 quarters.
i. [For teachers of 400 level courses]; achieve candidacy level and have field specialization in course content
j. Satisfy the Graduate School requirements

Procedures:

a. Students with an existing fellowship or a non-Econ TA-ship will be offered an Econ TA-ship only under exceptional circumstances.
b. 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.
c. TA instructors for upper division courses have special skill requirements, so we may depart from the above ranking system to staff courses.
d. A fifth-year student who has had a two-year award as a CSDE Fellow and who is making satisfactory progress will be viewed as a fourth-year student (without guaranteed funding) when allocating TA-ships.
e. Students with guaranteed funding who find outside funding during the years of funding receive a one-time move-up of 2 slots in the rankings in the quarter immediately following the funding period.

TA Guidelines for Econ 200 and 201

These guidelines are based on documents that have been circulated between instructors and TAs in the Department of Economics for many years. By collecting them in one document, we hope to create a common set of expectations for all TAs working for instructors in the Department of Economics, especially teaching Econ 200 and 201. You should expect that the course instructor you work with will have additional instructions that meet the needs of their course and teaching needs.

The two most important expectations are that you attend meetings and communicate regularly:

Meetings: You should plan to meet with the course instructor and all other TAs for 30 minutes every week for the duration of the quarter. These meetings are required and necessary for consistency in teachings.

Communication: Please make yourself regularly available for communication with your course instructor and other TAs during work hours. This may be via email, MS Teams, or another form of communication that meets federal student privacy requirements. Please do not discuss the course or students in non-approved apps.

The other expectations fall under three areas of responsibility:

When interacting with **students**, strive to be:

- Professional. Be in your quiz sections on time, be prepared, conduct your quiz sections well and hold 2 hours of office hours (on two different days of the week—not consecutive). Planning office hours near homework due dates and quiz and exam dates is useful.
- Clear. Keep up with class readings and lecture notes before quiz section so that you can follow the instructors lead in problem solving. If there is material or an example that you do not understand, please check with the instructor before presenting it to your students.
- A good communicator. You can send Canvas messages to your entire section at once or set up an email list for your section. Do this by going to MyUW and find your course/quiz section there and "request a class email list." The email list will be ready in 24 hours, and it will automatically add students that add your section. Do not communicate about grades over email (Canvas message is ok).
- Consistent. We need to be consistent in the grading of the exams and papers, not just within your sections but across the entire class and in all sections. Communication with the instructor, and especially the other TAs, will be key here.

When interacting with your **peers**, strive to:

- Work together. It will make your jobs easier if you can consult with each other about section content and grading. Hold these conversations in an instructor-approved medium so that everyone can benefit.
- Offer support. If you need to miss section due to illness or other unavoidable absence, ask another TA to fill in for you. Try to return the favor.

When interacting with your **instructor**, strive to:

- Check your messages regularly for instructions from the course instructor.
- Attend all TA meetings. You should plan for weekly meetings that last approximately 30 minutes.
- Attend all exams. Please plan to be around at least ten minutes before and ten minutes after (as well as during) our exams. You should plan to stick around Seattle for at least five days after the final as well to complete your grading.
- Grade all assignments within one week. Check the class calendar and plan your time, accordingly, including time spent on your own courses. Exams are particularly challenging to grade, and we may need extra time to harmonize grades once your grades are submitted.
- Manage the students. With large lecture courses, you will need to take responsibility for managing student inquiries and requests. If students ask for exceptions to policy, please check with the instructor, but be prepared to take responsibility for managing and tracking the exception.
- Communicate policies and decisions. Please read the syllabus and ask questions of the instructor or other TAs if policies are not clear. Students tend to have a lot of the same questions, so be prepared to answer them frequently.

You should plan to keep all student exams for one quarter after the class has finished, or through the end of Fall quarter in the case of a Spring course. Communicate with students who request to see their exam.