

INFORMATION FOR GRADUATE STUDENT APPOINTMENTS

PAYROLL: Regardless of the actual dates for each quarter, the dates for the payroll quarters are as follows: September 16-December 15, December 16-March 15 and March 16-June 15. The first pay date is October 10 and from then on you will be paid on the 10th and 25th of each month until June 25. If payday falls on Saturday you will be paid on Friday and if it falls on Sunday you will be paid on Monday. We encourage you to have your check automatically deposited into your bank account. You can sign up for direct deposit online via the Employee Self-Service (ESS). If you do not choose to do this, you may pick up your check after 11:30 in the main office. If you are unable to pick up your check we will hold it for you but we do not mail checks to you.

Your appointment will require up to 20 hours of work per week, and you will be required to register for a minimum of 10 credits, applicable to your degree. Teaching Assistants are paid a minimum of \$2586 per month, although students with prior master's degrees in economics (at UW or elsewhere), students who've passed their general exam, and/or students who are teaching their own classes are paid at a higher rate.

Most Graduate Student Appointments will receive an operating fee and tuition waiver. You will most likely be required to pay some student fees.

Graduate Student Appointees are now automatically signed up for GAIP health insurance, but must enroll any dependents online at

<http://www.washington.edu/admin/hr/benefits/insure/gaip/deadlines.html>

FUNDING: It is not easy to change a teaching assignment once the initial assignments have been made since everyone's abilities and preferences need to be taken into account to make the assignments. We realize that after accepting an offer you may find an alternate means of funding that you feel is more beneficial to your academic interests. We do not want to discourage you from such opportunities so long as this happens more than 30 days before the beginning of the quarter. However, if you accept a TA offer in writing and then later decline it within 30 days of the beginning of the quarter, any guarantees of future funding may be jeopardized.

By accepting a TA appointment and signing a TA contract, you agree that during the appointment period you will not receive any other form of funding not listed on your current TA application on file (an email sent to current students during spring quarter). You must notify the Graduate Program Coordinator, Yu-chin Chen, immediately if there are any changes to your funding situation. By signing the TA contract, you also certify that you have read and understood Executive Order 28, the Policy Governing Graduate Student Service Appointments, and other written policies posted on the Graduate School web site at <http://www.grad.washington.edu>.

All TAs are expected to make satisfactory progress toward their degrees. If a TA fails to make satisfactory progress toward the PhD degree as defined in the *Guide for Graduate Students in Economics*, guarantees of future funding will be in jeopardy.

FACULTY SUPERVISORS: In order to coordinate the different sections of student-run courses, and to provide advice and mentoring to Teaching Assistants who conduct their own sections, we have appointed the following supervisors:

Economics 200: Melissa Knox

Economics 201: Dennis O'Dea

Economics 300: Dennis O'Dea

Economics 301: Michelle Turnovsky

Teaching Assistants who conduct their own sections of ECON 200, 201, 300, or 301 must follow the teaching guidelines for the relevant course.

SYLLABI: All graduate students who teach independent sections of ECON 200, 201, 300, or 301 must prepare a syllabus for distribution on the first day of class. That syllabus is to be posted on the department web site, and a copy must be given to the Faculty Supervisor for that course before the first day of class. In addition, it is normal for the staff at the front desk to request a copy of the syllabus.

COURSE EVALUATIONS: Please also remember that one of the factors contributing to a teaching assistantship award is teaching effectiveness as evidenced by course evaluations. A course evaluation is required for each quarter you teach. In addition to this course evaluation, you may be evaluated by the Professor in charge of the course, TA Coordinators, one of the TA Faculty Supervisors, Lead TA, Undergraduate Advisers Ahna Kotila and Patrick Pineda, and the Center for Instructional Development and Research (CIDR). All graduate students who teach any course, either assisting a faculty member or handling their own independent sections, must administer the appropriate student evaluation, and check the box that authorizes a copy of the results to be sent to the department chairperson. The Economics administrative assistant will send out instructions each quarter for evaluations.

TEACHING: On the first day of class, go to the classroom listed on the UW web page at <http://www.washington.edu/students/timeschd/>, which may or may not be the classroom listed in the printed time schedule. There are often last minute room changes and the university web site incorporates the most recent information.

It is your responsibility to submit the grades for your class **on time**.

You are required to hold office hours of two (2) hours per week. Tell the front desk staff what your hours are as soon as you have set them.

The university rules that govern the scheduling of final examinations are posted on the web at <http://www.washington.edu/students/reg/examguide.html>. **Read those rules. If you violate them and anyone protests, you are automatically in the wrong.** The most common violation is the scheduling of final examinations on the last class day. The President and the Provost interpret the rules as requiring that final examinations be administered during the designated examination period.

It is the responsibility of instructors to administer their own make-up exams. Do not ask the staff to monitor tests for you. Do not assume that conference rooms in the main office will be available for your makeup exams. Schedule conference rooms with the front desk at least 24 hours in advance.

Be prepared to schedule the use of a classroom, preferably a week in advance, with the undergraduate advisers, Ahna Kotila or Patrick Pineda, if rooms in the main office are not available.

There may be photocopy assistance at least part of each day to run copies for you for the class you are teaching. Request copies at least 24 hours in advance. If you have a large amount of material for your class, put it on reserve at the library or at one of the copy centers in the library. You are encouraged to put class material on course web pages.¹ **You may use the copy machine only to reproduce materials for the classes you are teaching. You may not make copies for courses in which you are enrolled, to copy class notes, or to make other personal copies.**

SUPPLIES AND TELEPHONE: Plan to furnish your own pencils, pens, and other supplies (except for pens for overhead projectors and markers for the whiteboards) and to put stamps on any letters you mail. Personal mail should be sent to you at your home address. While you do have a mailbox, it is for business use only. Do not help yourself to supplies. If you need pens for overhead projectors or markers for the whiteboards, ask a staff member to get them for you.

OFFICES: We do not charge a key deposit for your office key but if you lose it you will be required to pay \$15.00 for a new one.

IF YOU MUST MISS A CLASS: TAs are responsible for meeting their classes at all scheduled times during the quarter. Each TA assumes this responsibility when the teaching contract is signed. If a TA must miss a class, follow these steps in order:

1. Find a replacement TA.
2. For courses run by a professor: TAs must obtain the permission of the professor in charge of the class and the Graduate Director.
For courses run by the TA: TAs must obtain the permission of the TA Coordinator of that course level and the Graduate Director.
3. Once a replacement has been found and permission is granted, the TA must inform the economics staff (econstaff@u.washington.edu) of the situation, including who the replacement TA is.

¹ Please observe copyright requirements for all duplicated materials distributed to your class, both electronically and on paper: Copyrighted materials may be photocopied for classroom use if it complies with the Fair Use Guidelines. Photocopying is fair use if **ALL** of the following are true:

1. The selection is brief. (No more than one chapter from a book or 10% of the book, whichever is less. No more than one complete article from a journal.)
2. There are no more than nine selections copied for one class during the quarter.
3. The selection is used for one quarter only.
4. The instructor did not know in advance the material would be needed.
5. The copied material is not put into a collection or anthology (A Course Packet is considered an anthology.)
6. The selections are not from a workbook, test booklet, or other consumable materials.
7. The selections do not replace the purchase of books.

If you are unclear about these guidelines, please contact the Copyright Permissions Center at 685-7969.

FINAL EXAM POLICIES: For all TAs teaching independent classes, there is a policy requiring all graduate instructors to turn in a copy of the exam to the Graduate Program Program. He needs to have the exam before you give it to your class. Preferably, you should give it to him at least the day before the exam is scheduled. When giving a copy of your exam, or notifying him that you will NOT give a final, please include the following information:

- your name
- what class
- date, time and location of the exam
- number of students
- exam specifics (open book, closed, OHP use, other)

The copy that you give him is for emergency purposes only. You are expected to make and deliver copies for your students under normal circumstances; he will not. If you know in advance (non-emergency) that you can't be present to proctor your exam, you are responsible for arranging for someone else to proctor. You must contact the Graduate Program Coordinator, Quan Wen, or the Department Chair, Eric Zivot, for approval of the arrangement, and notify the Manager who the proctor will be.

QUESTIONS: The TA Coordinator, and the Lead TA, are responsible for keeping teaching assistants out of trouble. See them if you're having any problems with your teaching. If you have questions about your TA assignment, see the Graduate Program Manager. For payroll problems, see the Economics Fiscal Specialist, the payroll coordinator. For office assignments, see the Graduate Program Manager.

Failure to follow these guidelines may result in the loss of departmental funding.