

University of Washington
Department of Asian Languages and Literature
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http://depts.washington.edu/asianll/news/jobs_tas.html

**Academic Student Employees
Statement of Policies**

1. **Eligibility.** All current and prospective graduate students at the University of Washington are eligible to apply for ASE positions in the Department of Asian Languages and Literature. ASE positions provide service to our department programs and invaluable experience for graduate students, and accordingly play a significant role in graduate students' professional training. As a result, preference will be given to graduate students in the Department of Asian Languages and Literature. Selection committees will consider applications from Asian Languages and Literature graduate students first in the selection process and will recommend the hiring of qualified Asian Languages and Literature applicants before recommending students from other departments.

2. **Application Process.** ASE positions are posted and advertised yearly on the University's central website no later than December 1 (except under circumstances detailed in the UW/UAW contract Article 13, section 3 and Article 4, section 3). Applications are due January 15. ASEs applying for reappointment must submit a new application form each year, including a Home Department Statement of Support form and, for current ASEs, a Supervisor Recommendation form. The Home Department Statement of Support will attest to the academic standing of the applicant. In addition to the application form itself, requirements include a cover letter, records of past employment experience, letters of recommendation, academic transcripts, etc., as detailed on the Asian Languages and Literature TA or RA application form.

3. **Selection.** Following the application deadline of January 15, each program in the Department that has one or more ASE positions reviews applications and determines a ranking of acceptable candidates. Each selection committee should include at least two members of the graduate faculty, although for ASE positions other than modern language teaching assistantships, the committee will also consider the views of the faculty members who will supervise those ASEs directly. Decisions will be made and ranked lists of acceptable applicants will be submitted to the Chair of the Department no less than two weeks prior to the April 1 deadline for offers of appointment as stated in Article 4 of the UW/UAW contract. In accordance with these ranked lists, the Chair, in conjunction with the language program coordinators, will determine the number of successful applicants and alternates for each program on the basis of enrollment figures and programmatic needs. Successful applicants and alternates should reply to offers in writing within two weeks of receiving notification of the appointment, but they are required to respond no later than April 15. (Please see the *Resolution of the Council of Graduate Students in the United States*, <http://www.cgsnet.org/PublicationsPolicyRes/resolutions.htm#resolution1>) **An**

applicant's failure to reply by the deadline will be taken as a rejection, and the position thus declined will be given to another applicant.

4. Selection Criteria. Selection of ASEs will be made on the basis of the following criteria: academic standing, timely progress in a degree program, related experience and training, command of English (written and spoken), and the likelihood, in the judgment of the selection committee, to render a high level of performance in teaching or research. In the case of appointments for which proficiency in an Asian language is required, applicants' language ability will be assessed. Assessment may take the form of oral interviews, written exams, audio recordings, or other similar means. Each language program may also publish additional criteria consistent with departmental criteria, with university policy, and with the UW/UAW contract.

Since autumn 1998, the Department of Asian Languages and Literature has become subject to a policy of the Graduate School regarding teaching assistants who are international students, permanent residents, or immigrants, which is spelled out in *Graduate Memorandum Number 15, "Conditions of appointment for TAs who are not US citizens."* These teaching assistants must meet English language proficiency requirements and participate fully in the International Teaching Assistant Program at the Center for Instructional Development and Research (CIDR). Details may be found on the Graduate School web site

(<http://www.grad.washington.edu/Acad/gsmemos/gsmemo15.htm>)

and on the Center for Instructional Development and Research (CIDR) web site

(<http://washington.edu/~cidrweb/GradSchool/Memo14.html>).

5. Teaching Evaluations. ASEs engaged in teaching duties are required to conduct standard student teaching evaluations in every quarter of service and to maintain these evaluations in his or her teaching file. The teaching supervisor should make every effort to meet with the ASE individually and confidentially to discuss their performance during the first quarter of service and in the second quarter of service, if any persistent difficulties warrant. Any recurrent difficulties should be brought to the attention of the ASE both through discussion and in writing. ASEs should be given indication in writing of continued non-satisfactory performance.

6. Reappointment. ASE appointments are made on an annual basis and there is no presumption of reappointment. ASEs wishing to be considered for reappointment submit a new application form each year. After the initial appointment, reappointment is based upon several factors. First, the student must be making satisfactory progress toward the completion of a graduate degree. (See *The University Handbook* chapter 3, section 2.c.3.) Second, the student must maintain a high standard of performance in all activities associated with the appointment, including but not limited to teaching or research responsibilities, and participation in departmental training activities and workshops. Performance will be determined by a report of the student's supervisor. For ASEs engaged in teaching, performance will be evaluated in part upon observation of the ASE's teaching. Third, reappointment is dependent on departmental resources and overall departmental interest in the equitable support and training of all graduate students.

Resources include the availability of budgetary or other funding support for the appointment. Departmental interest may include granting preferences to students with initial appointments and students whose admissions package includes a promise of appointment. Finally, department policy limits appointments to twelve quarters (summer quarters excluded), except for cases of programmatic need.

7. Discipline or Dismissal. ASEs are required to meet all departmental criteria and expectations. Discipline or dismissal of ASEs on grounds of job-related misconduct occurs only for just cause and follows the guidelines presented in Article 6 of the UW/UAW contract. Disciplinary action or dismissal may also occur on grounds of academic performance. (See *The University Handbook* volume IV, chapter 6, section 2, part E.)

8. Alternate Status. Since some ASE positions are contingent upon both University and outside funding, a firm offer sometimes cannot be made until the funding becomes available. Such positions will be filled according to the ranked alternate list approved by the selection committees. Selection as an alternate does not guarantee an ASE position at some later date.

9. Promotion. All ASEs will be appointed to the highest title and pay classification for which they are eligible based on job duties, degree of academic standing, and experience, as described in Article 14, section 1 of the UW/UAW contract.

10. Workload and Duties. According to the UW/UAW contract (Article 32), ASEs with a 50% FTE appointment will not be required to work more than 220 hours per quarter, or an average of 20 hours per week, not to exceed 30 hours in any given week, except by the ASE's consent. (The workload of other percentage appointments will be proportional to 50% appointments.) ASEs should notify their supervisors as soon as they anticipate that their workload will exceed the limit of 220 hours per quarter. The Department will then either offer the ASE additional paid hours or relieve the ASE of the excess workload. Workload will include any work assignments, office hours, preparation, training, job-specific orientation, required meetings and conferences. Coursework required of ASEs for which they receive academic credit is not included in the calculation of workload. ASE duties vary according to position. Research assistant duties may include clerical work, library work, and other duties to be determined in conjunction with their supervisors. Departmental teaching assistants have the following duties: supervised teaching, preparation and correction of quizzes and exams, correction of homework, consultation with students during regular office hours and other appropriate work assigned by a supervisor, which may include clerical work, computer data entry, and other work that contributes to the development or execution of the curriculum. When appointments are made, supervisors will give ASEs specific and detailed lists of job duties, copies of which will be kept in their employment files.

11. Leaves and Holidays: As described in Article 16 of the UW/UAW contract, the University will grant an ASE's reasonable request for a leave of absence due to (1) personal illness and/or disability, care of a family member, childbirth, or adoption, and (2)

bereavement due to the death of a family member. The period of paid leave for reasons listed under (1) shall generally be no more than seven (four hour) days per year for an ASE whose appointment is 50% FTE for the academic year or longer. For bereavement (2), the period of paid leave shall be 1-3 days per occurrence. ASEs may also request 1 personal holiday per year. In order to ensure proper coverage of ASE job duties, it is the responsibility of the ASE to contact the appropriate faculty member or other supervisor in advance of the leave, unless not possible. If applicable, such notification will include appropriate medical documentation and projected return date. While it is the University's responsibility to make alternative arrangements to cover the assignment, the ASE will assist as reasonably possible. TAs will make an effort to reciprocate their colleagues who covered for them during their prior leave. ASE holidays are described in Article 10 the UW/UAW contract.

12. Grievance Procedures. In the case of ASE complaints, the ASE's first attempt to resolve the difficulty should be with the supervisor involved. Should the complaint not be resolved, the ASE should next raise the issue with the coordinator of the program under which the course is taught. If necessary the issue may then be raised with the Department's Teaching Assistant Coordinator and finally with the Department chair. ASEs should feel free to consult the Teaching Assistant Coordinator confidentially or request his or her assistance at any point in this process and may request that a union representative be involved in all discussions. If the matter is not satisfactorily resolved at that point, the ASE should follow the procedures outlined in Article 8 of the UW/UAW contract.

13. Summer Appointments. Students who have performed well in teaching for the department during academic year appointments may be given priority in assignment of summer appointments. Otherwise, appointments are made in the same way as academic year appointments. Appointments will always be made at the same rank as that held in the previous academic year.