SPH Dean’s Office Graduate Tutoring Funds

Replaces all previously issued policies and procedures, effective: September 28, 2016

Purpose

The SPH Dean’s Office has funding that can be used for tutoring SPH graduate students in the courses required for their MPH, MHA, MHIHIM, MS, or PhD program.

Policy

Graduate students who are at risk of failing a required course may apply for Dean’s Office tutoring funds through their respective Graduate Program Advisors. Priority for tutoring support is given to students from under-represented populations. It is expected that students will avail themselves of instructor and TA assistance prior to seeking tutoring support. The exception to this will be students who received tutoring support in the first course of a set sequence (e.g., EPI 512/513 or BIOST 512/513); such students are eligible to apply for tutoring upon the start of the second course. Tutoring is limited to 6 sessions per student per quarter, subject to appeal.

Requesting Graduate Tutor Support

A student may self-identify as needing tutoring in a given course or be identified by an instructor, faculty advisor, student services advisor, or track advisor. The tutoring support request process is:

1. Department advisors or student services staff members are required to coordinate application submission on behalf of students and provide all related forms.
2. Student services staff in the department must approve the tutoring request before sending it on to the Dean’s Office.
3. Requests should be sent to the Director of Program Operations, Student and Academic Services, Juanita Ricks (jmricks@uw.edu) and include this information:
   - Student Name
   - Program
   - Date of Entry
   - Expected Graduation
   - Subject for Tutoring
   - Course Number and Instructor Name
   - E-mail approval from faculty advisor/instructor/track director/student services advisor
   - Short narrative outlining why tutoring is needed
   - Tutor Name
   - Estimated Hours/Duration
4. Requests are evaluated as quickly as possible and if approved, the department will receive information about how to proceed with the tutor.
Appointing Tutors
Departments seeking to hire a tutor in one of their programs are responsible for the appointment and management of the tutor. When using Dean’s Office funds, the pay rate for tutoring a single student is $25/hour and the rate for tutoring groups of 2-3 students is $35/hour. Department administrators, HR personnel, or fiscal specialists (or persons appointed by them) will coordinate the completion of the following:

- **Official offer letter** - the provided SPH template is to be used for all tutor appointments
  
  [Link to document: Templates available currently via the SPH Student Services Staff Catalyst Workspace and under Policies and Procedures on the SPH Intranet.]

Consistent with UW policy (http://www.washington.edu/admin/rules/policies/PO/EO57.html), a **Pay Exception Form** must be completed each academic year for tutors hired to tutor group sessions. Before requesting a budget number from the Dean’s Office, the tutor’s hiring department will need to have a signed copy of this form on file. Contact Juanita Ricks (jmricks@uw.edu) to find out if the form has been completed already, needs to be initiated, or to receive a copy of the form. Once the Pay Exception Form is complete, a budget number can be obtained by emailing Marcus Dahmen (mdahmen@uw.edu) with a copy of approved request.

To be eligible for tutoring appointments, students must meet enrollment requirements outlined at http://www.washington.edu/admin/hr/ocpsp/student/, which will be verified quarterly by the Office of Student and Academic Services.

It is the responsibility of the hiring department to maintain accurate timekeeping records and to manage compensation arrangements for all tutor hires. **Tutors may not exceed the hours or pay rates detailed in their official offer and appointment letter.** If a tutor believes they will exceed the hours detailed in their appointment letter, it is their responsibility to contact the hiring department for authorization prior to the hours being exceeded to receive approval. Approval is contingent upon availability of funding and/or their allowable hourly allotment per quarter (not to exceed 219 hours). Departments should be aware of the possible impacts if a RA or TA works more than 219 hours in a given quarter (http://grad.uw.edu/graduate-student-funding/funding-information-for-departments/administering-assistantships/types-and-terms-of-appointments/)

Students and departments are prohibited from being required to pay out-of-pocket or cost-sharing fees over and above the rates outlined in the appointment letter for tutors employed by the University of Washington. Per University regulation, tutors are not permitted, while in a tutoring employment relationship at the UW, to offer private tutoring services without prior written approval from the Dean of Public Health by submitting the “Request for Approval of Outside Professional Work for Compensation” (“form 1460). See: http://www.washington.edu/research/.SITEPARTS/.documents/.or/Form1460.pdf.

**All tutoring appointments -- whether funded through the SPH Dean’s Office or through the departments and programs -- must adhere to UW policies.** Detailed information for hiring hourly employees can be found here: http://www.washington.edu/admin/hr/polproc/tempemplmnt/index.html

**Appealing the 6-session Limit**
Due to its limited funds, the Dean’s Office can support funding requests for students at the rate of 6 sessions per quarter. In special cases, students may require more than 6 tutoring sessions per quarter to maintain acceptable progress in their core curriculum. An appeal process exists to support students who...
demonstrate this specific need. Funding granted through the appeal process is prioritized for struggling students from under-represented populations and grants a maximum of 4 additional sessions per quarter/student.

Please direct the appeal to Juanita Ricks (jmricks@uw.edu). You will receive a response within 2 business days.

1. **For the student:** Please respond with a statement explaining academic need.
2. **For the GPA, GPC, Track Advisor, Instructor, Faculty Advisor, or Student Services Advisor:** Please explain how the student will benefit from extended tutoring sessions and why you feel the student is a good candidate for extended tutoring.
3. **Estimate sessions needed**

Policy, pay rates and related forms are to be reviewed on a yearly basis prior to the start of the Autumn Quarter.