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as amended on p3

Policy Proposal for Student Course-Support Employees

Steve Hanks

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1. Overview, and purpose of this proposal

While there is general interest in hiring students for course-support positions, there has been a lack of clarity on what the restrictions are on these positions, and a lack of policy as to how the process should be managed. This document tries to clarify both.

2. Administrative Responsibilities

A staff member – typically the Program Administrator – will have primary responsibility for managing the hiring and administrative maintenance of course-support student employees. We will refer to this position as the Student Support Staff Supervisor (SSSS). Hiring and placement decisions (assigning students to courses) will be made collaboratively by the SSSS and one or more responsible faculty member – typically the Associate Director, or the Chair(s) of the Undergraduate Program(s). For now, this process will be run at the Institute level rather than at the individual program level (that is, the pool of graders will be the same for TCSS, TCES, TINST, and TIS courses).

3. Hiring / Assignment Procedure

The SSSS will manage the pool of potential student employees, and the quarterly requests for course support:

- a. Near the end of each academic quarter, the SSSS will solicit applications from the students. This will be done every quarter, since qualifications will change. This solicitation can be resent at the beginning of the quarter, as need arises, and the solicitation for Autumn quarter can occur at the end of Spring, near the end of Summer, or both. It is ultimately the responsibility of the SSSS to send these announcements at a time and frequency to get a good candidate pool. This can be done by email – a sample email appears in Attachment II. The solicitation email should clearly state an application deadline. The SSSS is also encouraged to use other channels for advertising the positions and soliciting applicants, e.g. posting notices and visiting classrooms.
- b. At the same time (at quarter's end), the SSSS solicits requests for course support from the instructors. This will typically be done by email – a sample email appears in Attachment III. The request email should clearly state an application deadline.
- c. Soon after the application deadline the SSSS reviews the applications and requests, and eliminates applications from unqualified students, consulting the faculty administrator. See Attachment I – student requirements and responsibilities.

- d. The SSSS, in conjunction with the responsible faculty administrator, makes the assignment of students to courses, and announces the decision to the appropriate student employees and instructors. This should happen prior to the beginning of the quarter.
- e. As a general guideline, requests for course support should be prioritized as follows
 - a. Enrollment – favor larger teaching loads with more students
 - b. Exceptional Needs—favor courses that have a demonstrated extra load in terms of support (e.g. heavy lab usage)
 - c. Junior Faculty—favor requests from junior faculty over equivalent requests from senior faculty
 - d. General citizenship—favor requests from faculty who have been diligent about following the procedures for putting in their applications and evaluations on time

4. Evaluation Procedure

Near the end of each academic quarter, but prior to the next quarter's assignment deadline, the SSSS will send a message to each instructor with course support, soliciting feedback on the student's performance in the current quarter. The SSSS will keep these responses, which will generally be considered to be confidential and used only in making subsequent hiring/assignment decisions.

5. Graduate Students

MS students are encouraged to apply for course-support positions, under the same conditions as undergraduate students. That is, they will be hourly employees, hired by the quarter.

6. Wage Rates

The SSSS in conjunction with the faculty director will determine a wage rate that is competitive with equivalent positions on campus. The wage rate will be reviewed each academic year. The wage rate must at least be in compliance with the UW / UAW contract (see next section).

7. Relationship to Mentor and Facilitators

In recognizing that reader/graders will tend to come from the same applicant pools as those for lab mentors and course facilitators, it is important that the search for and hiring of reader/grader candidates be coordinated with the search for and hiring of mentors and facilitators.

The SSSS should make sure that the recruiting and hiring processes are coordinated, especially at the beginning of the academic year.

8. Attachment I: Regulations as to the Responsibilities and Qualifications of Student Graders

(This material is mainly taken from UW/HR web pages, so may not continue to be up to date. The SSSS is encouraged to stay current with these regulations.)

Responsibilities:

http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/class_descript.html

Reader/Graders provide diverse services as course assistants, which will normally include grading student papers and examinations. Reader/Grader duties may also include: attendance at lectures, office hours, consultation with instructors, and other duties as assigned. Reader/Graders may not perform teaching duties.

Eligibility and Hours of Work:

<http://www.washington.edu/admin/hr/ocpsp/student/index.html>

To be employed as a student, the student must meet the following minimum enrollment requirements (not including correspondence credits):

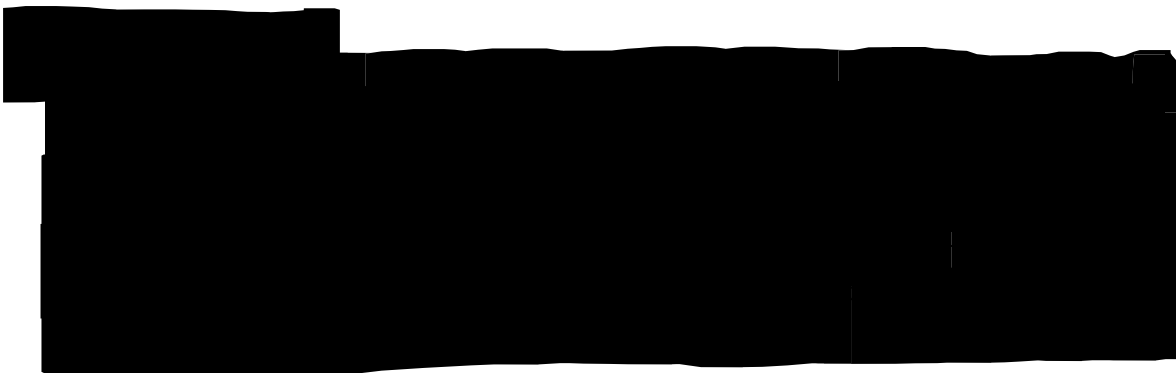
- Undergraduate students - 6 credits
- Graduate and professional students - 4 credits
- Ph.D. candidates working on dissertations - 2 credits
- Be approved for "On Leave" status

Student employees are limited to working 19.5 hours per week when classes are in session. Student employees may work more than 19.5 hours per week during school breaks or when "on leave." A student can work as a student assistant for one quarter while on leave.

Wage Rate:

The University has few rules about establishing a wage rate, except it must be in compliance with the UW / UAW contract, which currently sets the minimum at \$9.75 per hour

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a32.html>



Attachment II: Soliciting Student Applications

The email from the SSSS to the students should contain the following information

1. The quarter for which we are soliciting student reader/graders
2. A short job description
Reader/Graders provide diverse services as course assistants, which will normally include grading student papers and examinations. Reader/Grader duties may also include: attendance at lectures, office hours, consultation with instructors, and other duties as assigned. Reader/Graders may not perform teaching duties.
3. The current pay rate and expected and maximum number of hours
4. Administrative requirements
 - a. Undergraduate students must be enrolled for a minimum of 6 credits; graduate students must be enrolled for a minimum of 4 credits.
 - b. Minimum GPA of 3.0 in in-program courses (Institute requirement)
5. List of courses to support
 - a. The student should be asked to provide three lists
 - i. Preferred courses (qualified and enthusiastic)
 - ii. Acceptable courses (qualified)
 - iii. Unacceptable courses (cannot or will not act as grader for these)
6. Special arrangements
 - a. If the student has been in contact with an instructor about supporting a particular class, please note.
7. Important dates
 - a. The deadline for returning this application
 - b. The date on which decisions will be announced

Attachment III: Course Support Requests

An email from the SSSS to all instructors should include the following information.

1. Requested items
 - a. The course for which support is needed (please use separate emails for separate courses)
 - b. A short summary of the responsibilities
 - c. Anticipated enrollment
 - d. Anticipated number of hours required
 - e. Special qualifications required for this position
 - f. Any special circumstances / unusual load that should affect the decision
 - g. Any particular individuals who would be especially appropriate, or those the instructor would prefer not to work with
2. The email should also be clear as to
 - a. The deadline by which the request must be submitted
 - b. The date on which decisions will be made

Attachment IV: Student Evaluation

At the end of the quarter the SSSS should send an email to all instructors who received course support, soliciting feedback about the reader/grader's performance. The email should contain the following information, and should be timed to be returned prior to when the next quarter's assignments are made.

1. Instructor name
2. Course number and quarter
3. Course enrollment
4. Grader's name
5. Short summary of responsibilities
6. Estimated number of hours per week worked
7. General technical competence in this position (1 to 5 scale, plus comments)
8. General level of responsibility and conscientiousness in this position (1 to 5 scale, plus comments)
9. Would you recommend this person continue to be hired in a grader position for this course or other courses? If qualified, what restrictions?
10. Other comments