SPH Dean’s Office Tutoring Funds

Purpose:
The SPH Dean’s Office has funding that can be used for tutoring students in the more difficult courses within the MPH, MHA, MHIHIM, MS, and PhD programs.

Policy:
Students may apply for Dean’s Office tutoring funds through their respective department advisors and/or student services staff. Students must first utilize instructor or TA assistance before a tutor is considered. Priority for tutoring support is given to struggling students from under-represented populations. Because the funds are limited, the Dean’s Office can only consider requests for students who are experiencing difficulty with course material required by their degree program.

When using Dean’s Office funds, the current pay rate for tutoring 1 student is $25/hour. The pay rate allowed for tutoring groups of 2-3 students is $35/hour.

Tutoring is limited to 6 sessions per student/quarter. If you believe a student requires more than 6 sessions of tutoring to maintain acceptable academic progress, contact the Office of Student Affairs (sphosa@uw.edu) to discuss the appeal process.

Departments seeking to hire a tutor for a student in their department are responsible for the appointment and management of said tutor. Department administrators, HR personnel, or fiscal specialists (or persons appointed by them) are required to 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 workspace and under Policies and Procedures on the SPH Intranet.]

- **Pay exception form** – as per UW requirements, the “Student Employee Exception to Pay and Classification Schedule Form” must be completed once each academic year for tutors hired by department in the School of Public Health. These forms will be completed and kept on file by the Office of Student Affairs.
  
  Link to document: [www.washington.edu/admin/hr/forms/comp/stdPayExcept.docx]

To be eligible for tutoring appointments, students must meet enrollment requirements outlined at [http://www.washington.edu/admin/hr/ocsp/student/](http://www.washington.edu/admin/hr/ocsp/student/), which will be verified quarterly by the Office of Student Affairs. 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 your hiring department for authorization **prior** to the hours being exceeded to receive approval. Approval is contingent upon
available 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://www.grad.washington.edu/students/fa/EWC-Policy.pdf)

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 tutor’s appointment letter for tutors employed by the
University of Washington. By 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

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

Request Procedure:
If a tutor is necessary, the application process for Dean’s Office funding is as follows:

1. Student self-identifies or is identified by an instructor, faculty advisor, student services advisor,
or track advisor as needing tutoring in a given course. **Department advisors or student services
   staff members are required to coordinate application submission on behalf of students, and
   include all related forms. The process begins as follows:**
   - Student must first get approval via e-mail from an appropriate department contact
     (his/her faculty advisor, instructor, track director, graduate program advisor, student
     services advisor, or graduate program coordinator) to request tutoring assistance.
   - S/he forwards the e-mail request with an approval message to their department’s
designated student services staff member.
   - Student services staff members in the tutee’s department will give final approval on
tutoring requests before sending them on to the Dean’s Office.

2. Send the request to the Office of Student Affairs (sphosa@uw.edu) including this information:
   - Student:
   - 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 (written by the student) outlining why tutoring is needed:
   - Tutor Name:
   - Estimated Hours/Duration:
   - Estimated Costs:

3. You will receive a decision email within a few days that outlines the session and funding amount
   approved for the tutor hired by your department.

4. If approved, proceed to arrange for your chosen tutor.
Payment:
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 by each department in the School of Public Health. 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 Anna Frazer (afrazer@uw.edu) to find out if the form has already been completed for a student or if you would like to receive a copy of this form. Once the Pay Exception Form is complete, a budget number can be obtained by emailing Laura Rutledge (laura007@uw.edu) with a copy of the approval email sent to you by the Student Affairs Office.

Appeal Process:
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 send responses to the following questions to the Student Affairs Office (sphosa@uw.edu). You will receive a response within 48 hours of your request.

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

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

**Key Contacts:**

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Questions or Amendment</td>
<td>Office of Student Affairs</td>
<td><a href="mailto:sphosa@uw.edu">sphosa@uw.edu</a></td>
<td>206-543-0230</td>
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**Revision History and Review Schedule**

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Date Amended</th>
<th>Purpose</th>
<th>Who and Title</th>
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<tbody>
<tr>
<td>1</td>
<td>8/20/14</td>
<td>Clarifying language</td>
<td>Anna Frazer, Director of Student Affairs</td>
</tr>
<tr>
<td>2</td>
<td>7/20/15</td>
<td>Updated contact information</td>
<td>Anna Frazer, Director of Student Affairs</td>
</tr>
<tr>
<td>3</td>
<td>11/24/15</td>
<td>Simplified process regarding Exception Forms and eligibility to tutor</td>
<td>Anna Frazer, Director of Student Affairs</td>
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