

University of Washington  
*Department of Asian Languages and Literature*  
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**Academic Student Employees  
Statement of Policies**

1. **Eligibility.** All current and prospective graduate students at the University of Washington are eligible to apply for Academic Student Employee (ASE) positions in the Department of Asian Languages & Literature. ASE positions provide service to our department programs and invaluable experience for graduate students, and play a significant role in graduate students' professional training. In light of this, graduate students in the Department of Asian Languages & Literature receive preferential consideration as detailed in Section 4 ("Selection Criteria") below.

2. **Application Process.** Anticipated ASE positions are posted and advertised yearly on the University's central website no later than December 1. Applications are due **January 11**. Applicants wishing to be considered for an ASE position, including ASEs seeking reappointment, must in all cases submit a complete application, including all documents specified on the department's ASE application form. Current ASEs working in the Department of Asian Languages & Literature must additionally submit a **Supervisor Recommendation Form**. If additional ASE positions become available during the academic year, and cannot be filled from existing ranked alternate lists, they shall be separately posted and advertised, with application deadlines determined in a manner consistent with the UW/UAW contract Article 4, sections 2 and 3, and Article 13, section 3.

3. **Selection.** Following the application deadline of **January 11**, each program in the Department that has one or more ASE positions reviews applications and determines a ranking of acceptable candidates. Each selection committee must include at least two members of the graduate faculty. (For ASE positions other than modern language teaching assistantships, the committee shall also consider the views of the faculty members who will supervise those ASEs directly.)

Decisions are made and ranked lists of acceptable applicants are 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, determines the number of successful applicants and alternates for each program on the basis of enrollment figures and programmatic needs.

Successful applicants and alternates must reply in writing by April 15, or within two weeks of the date of the letter of appointment. In the case of ASE positions that become available during the academic year, the department chair appoints an *ad hoc* committee to evaluate applications. Deadlines may be adjusted appropriately, but the selection process is otherwise the same. Under emergency situations, as detailed in the UW/UAW contract Article 4 section 3 and Article 13, section 3, a reply may be required within less than two weeks, in which case the deadline for replying is specified in the offer letter. ***An applicant's failure to reply by the deadline is taken as a rejection, and the position thus declined is offered to another applicant.***

4. **Selection Criteria.** Selection of ASEs is made on the basis of the following criteria, where relevant:

- academic standing
- timely progress in a degree program (see *UW Policy Directory*, Executive Order No. 28, 2.A).
- related experience and training
- command of English (written and spoken)
- the likelihood, in the judgment of the selection committee, to render a high level of performance as an ASE
- current and past performance as an ASE in the Department (if applicable)

A high standard of performance is expected in all activities associated with the ASE appointment, including but not limited to:

- teaching or research responsibilities
- participation in departmental training activities and workshops

Performance is determined in part by report(s) of the ASE's supervisor. For ASEs engaged in teaching, performance reports are based in part upon observation of the ASE's teaching.

In the case of appointments for which proficiency in an Asian language is required, applicants' language ability must be assessed. Assessment may take the form of oral interviews, written exams, review of audio or video 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.

Qualified applicants who are members of the Department of Asian Languages and Literature are given priority over applicants from other departments, subject to the need to maintain the overall health of the instructional program. In addition, overall departmental interest in the equitable support and training of all graduate students must play a role.

The Department of Asian Languages and Literature complies with the Graduate School policy regarding teaching assistants who are international students, permanent residents, or immigrants, as spelled out in *Graduate Memorandum Number 15, "Conditions of Appointment for TAs who are not Native Speakers of English."* These teaching assistants must meet English language proficiency requirements and participate fully in the International Teaching Assistant (ITA) Program through the Center for Teaching and Learning (CTL).

CTL's International Teaching Assistant (ITA) Program is designed to help support newly appointed TAs who are not native speakers of English. The program has two parts:

1. The ITA Program workshops at the Annual TA/RA Conference on Teaching, Learning, and Research in September
2. Ongoing individual consultations as requested by the TA and/or by the TA's department

Conference workshops and individual consultations focus on a variety of topics related to teaching effectively at UW and communicating clearly in English. For more information, contact the ITA Program by phone at 206.543.6588 or by email at [itap@uw.edu](mailto:itap@uw.edu).

**Details may be found on the Graduate School website:**

***Memo 14 - Departmental Responsibilities Regarding Instruction by TAs:***

<https://www.grad.washington.edu/policies/memoranda/memo14.shtml>

***Memo 15 - Conditions of Appointment for TAs who are not Native Speakers of English:***

<https://www.grad.washington.edu/policies/memoranda/memo15.shtml>

on the **Center for Teaching and Learning (CTL)** website: <http://www.washington.edu/teaching/> and the **ITA Program** website: <http://www.washington.edu/teaching/programs/international-teaching-assistant-program>

**5. Teaching Evaluations.** Each ASE engaged in teaching duties is required to conduct standard student teaching evaluations in every quarter of service and to maintain these evaluations in his or her teaching file. Teaching supervisors must prepare a *Performance Form* and a *Classroom Observation Evaluation Form* for new ASEs during each of the first two quarters of service. For experienced ASEs, supervisors must prepare a *Performance Form* in the autumn and winter quarters, and a *Classroom Observation Evaluation Form* once a year, in the autumn quarter if possible. All forms are maintained in the ASE's teaching file, in accordance with Article 21 of the UW/UAW contract. The teaching supervisor must meet with the ASE individually and confidentially to discuss his or her performance during the first and second quarters of service, as well as in later quarters if any persistent difficulties warrant. Any recurrent difficulties are to be brought to the attention of the ASE both through oral discussion and in writing. ASEs must be given indication in writing of any 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 must submit a complete application each year, as detailed in Section 2 ("Application Process").

**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 *UW Policy Directory*, Executive Order No. 28, 2.D).

**8. Resignation.** ASEs who wish to resign their positions must inform their supervisor and provide formal written notice to the department chair. Except where impractical because of emergency situations, resigning ASEs are to provide at least two weeks' notice. In the case of a resignation to take effect at the beginning of the following quarter, *resigning ASEs are to provide two weeks' notice before the end of the current quarter.*

**9. Alternate Status.** Because 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 must be filled according to the ranked alternate list, if that list is still in effect at the time the position becomes available. Selection as an alternate does not guarantee an ASE position at some later date.

**10. Promotion.** All ASEs shall 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, sections 1, 2 and 3 of the UW/UAW contract.

**11. Workload and Duties.** According to the UW/UAW contract (Article 33), ASEs with a 50% FTE appointment must 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 shall be proportional to 50% appointments.) *ASEs must 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 includes 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 must give ASEs specific and detailed lists of job duties, copies of which are kept in their employee files.

**12. Leaves and Holidays:** As described in Article 16 of the UW/UAW contract, the University shall 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 shall 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 should assist as reasonably possible. ASEs should make an effort to reciprocate for their colleagues who covered for them during their prior leave. ASE holidays are described in Article 10 the UW/UAW contract.

**13. 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.

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