ACADEMIC STUDENT EMPLOYEE APPOINTMENT REQUEST

Complete this form when hiring an Academic Student Employee into the College of Engineering Dean's Office or Program. For more information, see: http://www.engr.washington.edu/personnel/policies/staff/hiring-grad-students.html

1) STUDENT INFO:

STUDENT NAME: _____ **STUDENT ID:** _____

STATUS: ☐ INTERMEDIATE ☐ PREMASTER CANDIDATE **CREDITS:** _____

DEPARTMENT OF STUDY:

☐ Aeronautics & Astronautics	☐ Aquatic & Fishery Sciences	☐ Basic Science Departments	☐ Bioengineering
☐ Biology	☐ Biostatistics	☐ Chemical Engineering	☐ Chemistry
☐ Computer Science & Engineering	☐ Earth & Space Sciences	☐ Electrical Engineering	☐ Human Centered Design & Engineering
☐ Information School	☐ Material Science & Engineering	☐ Mathematics	☐ Medicinal Chemistry
☐ Molecular Engineering	☐ Oceanography	☐ Pathobiology	☐ Pharmaceutics
☐ Psychology	☐ Other not listed		

2) TYPES OF WORK TO BE PERFORMED: (Reading/grading, tutoring, lecturing, or teaching/research/staff assistance)

3) APPOINTMENT INFO:

PAY RATE: _____ **Per Month**

FTE _____

START DATE: _____

END DATE: _____

DEFAULT COST CENTER _____ **(If paying on more than one budget,**

contact engrpay@engr.uw.edu with information)

Title:
☐ Teaching Assistant
☐ Research Assistant
☐ Graduate Staff Assistant

4) REVIEW & APPROVALS:

BUDGET AUTHORIZED SIGNATURE: **X** _____

4) SUPERVISOR'S STATEMENT:

By signing below, I verify that (1) I have reviewed and understand the UW/UAW Labor agreement covering this appointment, (2) I will abide by all conditions set forth within the aforementioned agreement, (3) I am the supervisor for this appointment, and (4) the information provided above is complete and accurate:

_____   _____
SUPERVISOR NAME (Please Print)   SUPERVISOR SIGNATURE   DATE

COMPLETED FORM TO: FISCAL OFFICE or email to engrpay@engr.washington.edu

Section 1. Effective Autumn Quarter 2004, ASEs will be placed into titles and pay classifications based on the nature of job duties and qualifications as follows:

Title/Pay Classification	Occupation Code	Salary	Job Duties	Standard Qualifications
Reader/Grader	0886	Hourly Range	Non-teaching/research academic assistance	Undergraduate or Graduate Student
Tutor	0887	Hourly Range	Tutoring	Undergraduate or Graduate Student
UG Teaching Assistant	0868	Hourly Range	Assist in teaching	Undergraduate Student
UG Research Assistant	0869	Hourly Range	Assist in research	Undergraduate Student
Stipend Grad Trainee C	0859	Stipend per Grant	Research	Graduate
Teaching Assistant	0817	Base	Teaching	Premaster
Predoctoral Teaching Associate I	0816	Base + 7.5%	Teaching	Postmaster or equivalent
Predoctoral Teaching Associate II	0815	PDTA I + 7.5%	Teaching	Candidate
Predoctoral Instructor	0804	PDTA II Minimum	Teaching own class	Candidate
Predoctoral Lecturer	0805	PDTA II Minimum	Teaching own class	Pre-candidate & previous appointment as Assistant Professor or equivalent
Research Assistant	0847	Base	Research	Premaster
Predoctoral Research Associate I	0846	Base + 7.5%	Research	Postmaster or equivalent
Predoctoral Research Associate II	0845	PDRA I + 7.5%	Research	Candidate
Predoctoral Researcher	0844	PDRA II Minimum	Research	Individually determined
Staff Assistant	0857	Base	Non-teaching/research academic assistance	Premaster
Predoctoral Staff Associate I	0856	Base + 7.5%	Non-teaching/research academic assistance	Postmaster or equivalent
Predoctoral Staff Associate II	0855	PDRA I + 7.5%	Non-teaching/research academic assistance	Candidate
Summer Only Graduate Research Student Assistant	0854	Hourly Rate based on equivalent %FTE Rate*	Research	Graduate

* The GRSA Rate shall be calculated by multiplying the monthly salary for a %FTE Research Assistant by three and then dividing the product by 220.

Section 2. ASEs shall be appointed to the highest title and pay classifications for which they are eligible based on job duties, degree standing and experience, as described in Section 1. ASEs may be appointed to a higher title and pay classification at the discretion of the Department or Hiring Unit. In making promotional decisions, Departments and Hiring Units are encouraged to take an ASE's job experience and performance into account as well as degree standing.

Section 3. ASEs who meet the standard qualifications described above and who are assigned to teach their own courses shall be classified for that quarter in either the Pre-doctoral Instructor or Pre-doctoral Lecturer title and pay classification.

Section 4. As soon as practicable, the University and the Union will review and reconcile ASEs who are, among other things:

- currently in the Student Assistant title but who should be re-classified into the bargaining unit job titles Reader/Grader, Tutor, Undergraduate Teaching Assistant, Undergraduate Research Assistant;

- currently in the Stipend Grad Trainee A title but who should be re-classified into the bargaining unit job title Stipend Grad Trainee C; or

- classified as Fellows who should be in the bargaining unit but who should be re-classified into the appropriate Research or Teaching title.

Section 5. Variable rates are those established at or above PDTAII/PDRAII/PDSAII levels. Nothing in this Agreement is intended to limit the University's right to add new variable rates in all pay classifications or to change existing variable rates.

Section 6. No modifications or deletions shall be made to the bargaining unit pay classifications and job titles in Section 1 unless they are agreed to by both parties.

Section 7. The parties recognize that certain funding agencies do not allow tuition to be charged to the agency grant or contract. In such cases, the University may compensate the ASE at a pay rate equal to the appropriate salary level plus the operating fee portion of tuition. The ASE will be responsible for payment of tuition to the University.