

Department Student Employment Information

Principles for TA use:

- The opportunity to work as a teaching assistant is one of the most valuable learning opportunities we offer to students and is central to our educational objectives.
- Teaching assistants allow instructors opportunities for creative and effective pedagogy.
- Innovation and experimentation with how TAs are used is valuable and encouraged.
- Faculty understand that in all but the large introductory courses, the instructor is responsible for reading all student papers and providing feedback. All faculty should provide office hours liberally for student consultations.
- Faculty members are trusted to use teaching assistants and all university resources in a manner that best serves course objectives and the mission of the university.

Policies governing TA use:

- No minimum number of students is necessary to hire a teaching assistant. However, smaller classes will naturally use fewer TA hours than larger classes. Each faculty member can hire at least 5 hours per week (per faculty member) for teaching assistants.
- Generally, the department will pay for up to 13 hours per week of teaching assistants for every 40 students taught (on a pro-rated basis); In 200 and 328, 13 weekly hours per 20 students is the norm.
- Faculty should not promise a minimum number of hours of work to teaching assistants unless they are sure they can provide meaningful work to fill those hours, and teaching assistants should generally be busily engaged in the time for which they are compensated.
- A student can work as both a research assistant and a teaching assistant for a faculty member. Time for research should be billed to research and time for teaching assistance should be billed as teaching assistance.
- Students working as RAs can be paid their RA salary for hours they work as a TA, up to five hours per week.
- Faculty who would like to initiate a training or apprenticeship program for TAs can apply for Departmental funds to support their efforts.

Current TA Wage Scale (last updated May 2014):

- 1st semester: \$9.50
- 2nd semester: \$10.00
- 3rd semester: \$10.50
- 4th semester: \$11.00
- 5th plus semester: \$11.50

Note: As of January 2017, TAs for POLI 328 start at \$11.00 and get a 50-cent raise each semester thereafter. As of Winter 2018, TAs for POLI 200 will also start at \$11.00 and receive the standard semester raise.

Hiring Info:

Terms & Conditions:

1. Once a student has been offered a position in the Political Science Department, there are two steps to complete – a Qualtrics informational survey and a Employee Information Form powered by Google Docs.
2. Completing these steps **does not guarantee employment** with the Political Science Department.
3. If a student does not meet the minimum criteria as indicated below, he/she is NOT eligible to work and will not be hired without express approval from the Political Science Department Chair.
4. Additional requirements from the University and Student Employment apply.
5. The Employee Information Form must be completed by the beginning of each semester.
6. Students are not to complete ANY work until hired by the Department Secretary and proper I-9 documents are on file with Student Employment. *Violators are subject to fines and immediate termination.*

Hiring Process:

1. Student checks eligibility to work using **TA/RA Policies** included below.
2. Student checks eligibility through the **Student Employment website**:
<http://www.byu.edu/hr/?q=student-jobs/faq-working-campus/requirements-working-campus>.
3. If the student meets the above qualifications and requirements, he or she should **complete Steps 1 and 2** under the "Student Employees" dropdown menu on the Political Science website, then contact the Department Secretary to set up an appointment to process the hire.
4. The faculty supervisor emails the Department Secretary with the information required for hiring (name, position, wage, and account).
5. Meet with **Department Secretary** to review eligibility and to be hired **PRIOR** to working.
6. Once the hire has been approved, both the student and the faculty supervisor receive an email from the Department Secretary informing them that the student is now eligible to start working.

Qualifications

Qualifications - All Employees:

- Be in good Honor Code and Academic Standing at Brigham Young University.
- Comply with all policies regarding student employment at BYU.
- Hiring preference will be given to upper-division students (juniors and seniors), but in all cases a student must have completed a minimum of 32 credit hours (sophomore status) of college-level courses to be considered.

Additional Qualifications for Teaching Assistants (TAs):

- Applicants must have a minimum cumulative grade point average of 3.40.
- Applicants must have completed the course for which they will TA with an A or A-.

Policies and Expectations

All student employees for Political Science:

- Must undergo FERPA training annually. TAs may also be required to undergo additional training regarding their specific duties. This information will be provided to them by the Department Secretary.
- Abide by all policies for student employment at BYU, especially university dress and grooming standards.
- Must submit an Employee Information Form for each semester they wish to work as an employee.
- Will be paid an hourly wage and are expected to properly clock in and out for all hours worked.
- Must conduct themselves in a professional manner when fulfilling their departmental assignments. Avoid any speech or conduct while working with students that might be considered offensive, degrading, or demeaning.

Additional Policies for TAs:

- Teaching Assistants needing to conduct student consultations or hold office hours may use the department TA office space in 849 SWKT. TAs for POLI 200 use 225 SWKT and TAs for POLI 328 use 120 SWKT. In all cases, contact the Department Secretary for details and access.
- Teaching Assistants are not to grade student research papers or Independent Study lessons.
- TAs must avoid dating or romantic relationships with all students in the class. Such conduct may be grounds for termination of their employment with the department.
- All Teaching Assistants must always show respect to the course instructor, other faculty, and office staff, especially when dealing with students in the class. Avoid saying or doing anything that might undermine the instructor's position or relationship with the student.