

# DEPARTMENT OF POLITICAL SCIENCE TEACHING/RESEARCH HIRING FORM

This form is used to hire students who have already been accepted for a position in the Political Science Department.

**Please note: a new Hiring Form must be completed and submitted for each semester you wish to work.**

**Are you currently an employee of the Political Science Department?**     No     Yes

**If yes, check one:**     Continuing same job for another semester     Adding another job     Editing/replacing your current job

Applicant for (check one only):     Fall     Winter     Spring     Summer    Year \_\_\_\_\_

Full Name \_\_\_\_\_ BYU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Local Address \_\_\_\_\_ Phone \_\_\_\_\_ Citizenship \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you currently in good Honors Code and Academic Standing with the university?     Yes     No    (If no, attach an explanation.)

**Are you currently employed on campus?**     No     Yes    Where? \_\_\_\_\_

**Will you have other employment at BYU during this semester?**     No     Yes    Where? \_\_\_\_\_

**If you are employed elsewhere at BYU, how will you be paid?**     Hourly     Contract

**Do you have and I-9 on file at BYU?**     Yes     No

**Are you an International Student?**     Yes     No

## FERPA CLEARANCE

**\*\*You will not be hired until you complete the FERPA training. Training is mandatory each semester.\*\***

I am a TA, CA or RA for PL SC, and understand that by virtue of my employment with the College of Family, Home and Social Sciences, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I also acknowledge that I will only access the records I have a legitimate need to view in order to fulfill my university assignment. I further acknowledge that willful or unauthorized access or disclosure violates policies of Brigham Young University, and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

The College of FHSS has created a TA Training Program at <http://fhss.byu.edu/FHSSTATraining.dhtml> which includes a portion of the FERPA DVD in Session 1. **Session 1 is mandatory for all TA & RA employees in the college.** Sessions 2, 3, and 4 contain additional information that will help TA's and RA's become more proficient in their responsibilities. (Please initial training below)

I have attended/watched FHSS "TA" Training:	<i>attended</i>	<i>on-line</i>	<i>N/A</i>
<b>Session 1 – "FERPA Training for TA's"</b>	_____	_____	_____
Session 2 – "Conducting Review Sessions"	_____	_____	_____
Session 3 – "Grading Writing Assignments"	_____	_____	_____
Session 4 – "Collaboration"	_____	_____	_____

I certify that *all* of the above information is correct and that I have read and agree to abide by the attached Policy on Political Science Teaching and Research Assistants.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>PROFESSOR PROVIDE:</b></p> <p>Faculty Assigned _____</p> <p>Course(s), No. and Section _____</p> <p>Salary: _____ Account Charged _____</p> <p>No. of hours/ week approved _____    <input type="checkbox"/> RA    <input type="checkbox"/> TA    <input type="checkbox"/> CA</p>	<p><b>DEPARTMENTAL USE ONLY:</b></p> <p>Date received _____</p> <p>Approved <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
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**\*\*\* COMPLETED FORM MUST BE RETURNED TO THE DEPARTMENT SECRETARY – IN PERSON \*\*\***