

## Student Employment Information

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### 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.
- 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.
- Smaller classes will naturally use fewer TA hours than larger classes.
- All faculty may hire a teaching assistant for 5 hours per week (per faculty member).
- 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. Teaching assistants should 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, with the faculty member paying for the research work and the department paying for the TA work.
- Students working as both an RA and a TA for the same faculty member 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.

### TA Wage Scale (as of Fall 2020):

- TAs in the Political Science Department are paid based on their experience as a TA for POLI courses.
- TAs in their first semester of TA work will receive \$11.00/hr.
- TAs for POLI 200 and 328 start at \$12.00/hr.
- TAs receive a 25-cent wage increase per semester when they TA for a POLI course.
- TAs for POLI 200 and 328 receive the 50-cent wage increase only as long as they continue to TA for 200 or 328. If they TA for a different course, their wage will remain the same (i.e. no raise).

### Hiring Terms & Conditions:

- Once students are offered a position in the Political Science Department, they should complete [Hiring Step 1 and Step 2 on the department website](#). Completing these steps **does not guarantee employment** with the Political Science Department.
- If a student does not meet the minimum criteria as indicated below, please seek approval from the Political Science Department Chair.

- Additional requirements from the University and Student Employment apply.
- Students are not to complete any work until they have proper I-9 documents on file with Student Employment and have received emailed authorization from the Department Hiring Manager. *Violators are subject to fines and immediate termination.*

### Hiring Process:

- The faculty supervisor emails the Department Hiring Manager with the information required for hiring (name, position, wage, and account).
- The student completes [Hiring Steps 1 and 2 on the department website](#), then contacts the Department Hiring Manager to set up an appointment to process the hire.
- The student meets with the Department Hiring Manager to review eligibility and to be hired prior to doing any work.
- Upon approval, both the student and the faculty supervisor receive an “authorized to work” email from the Department Hiring Manager. The student may then start working,

### Qualifications for Employment

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

### Policies and Expectations

#### All Political Science student employees must do the following:

- Undergo FERPA training annually.
- Abide by policies for BYU student employment, especially university dress and grooming standards.
- Submit an Employee Information Form for each semester they wish to work as an employee.
- Properly clock in and out for all hours worked and correct their timesheets as quickly as possible.
- 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 KMBL.
- TAs for POLI 200 use 225 KMBL and TAs for POLI 328 use 120 KMBL.
- Contact the Department Hiring Manager for details and access to all TA labs.
- 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.