SEFS TARGET SCHEDULE FOR ACADEMIC YEAR ASE ASSIGNMENTS
FOR CONTINUING GRADUATE STUDENTS

End of Winter Quarter: Announce courses for following Academic Year (AY=Autumn, Winter, Spring quarters) that have been allocated with TA positions and hourly teaching support for the following AY

Early Spring Quarter: Send out call to FACULTY for TA, RA, Reader/Grader (R/G), Field Trip Support (F/T) assignment requests.

A. If faculty have a student advisee to fill any/all of your TA, R/G, and F/T spots, they can provide quarter, course, name of student to us by deadline announced (usually early April).

*Ellen will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline (mid-May).*

B. If faculty have student advisees to fill any RA quarters to assign during the following academic year (Aut,Win,Spr), they will need to provide quarter, budget, and name of student to us by deadline announced (usually early April).

*Ellen will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline (mid-May).*

Early-mid April: Send out open call to SEFS GRAD STUDENTS for TA, R/G, and F/T and all unassigned RA quarters for the following Academic Year

End of April: Send grad student applications to the faculty to rank applicants for remaining TA, R/G, and F/T job positions. Ranked lists will be due by deadline (usually early May).

Early-mid May: Using ranked lists from faculty, make final TA/RG/FT assignments and send announcements to faculty with hiring forms to be completed and signed by professor and student

*Signed TA/RG/FT and any other known RAs for the following AY Hiring Forms DUE mid May*

Last week of May: Send out appointment letters to all students with any ASE assignments
SEFS TARGET SCHEDULE FOR SUMMER ASE ASSIGNMENTS
FOR CONTINUING GRADUATE STUDENTS

**Mid-March:** Announce Summer curriculum with TA and hourly teaching support assignments

**Mid-March:** Send out call to FACULTY for TA, RA, Reader/Grader (R/G), Field Trip Support (F/T) assignment requests. **DUE end of March**

  A. Do you have an advisee to fill any/all of your TA, R/G, and F/T spots? If yes, provide quarter, course, name of student to us by end of March. **Ellen will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline and no later than end of April**

  B. Do you have any RA quarters during Summer quarter? If yes, provide quarter, budget, name of student to us by mid-April. **Ellen will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline and no later than end of April**

**Early April:** Send out call to SEFS GRAD STUDENTS for TA, R/G, and F/T for all open ASE positions for AY Summer

**Late April:** Send grad student applications to the faculty to rank applicants for remaining TA, R/G, and F/T job positions.

**Early May:** Using ranked lists from faculty, make final TA/RG/FT assignments and send announcements to faculty with hiring forms to be completed and signed by professor and student

  **Signed TA/RG/FT and any other known RAs for Summer Hiring Forms DUE mid-May**

**Mid-May:** Send out appointment letters to all students with any ASE assignments for Summer quarter