



SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

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 (Early April). *Advising 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 AY, they will need to provide quarter, budget, and name of student to us by deadline announced (Early April). *Advising 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 April: Send out open call to SEFS GRAD STUDENTS for TA, R/G, and F/T and all unassigned RA quarters for the following AY.

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 (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

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.** 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 end of March. *Advising will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline (no later than end of April).*
- B.** If faculty have student advisees to fill any RA quarters to assign during the Summer quarter, they will need to provide quarter, budget, and name of student to us by deadline announced (mid-April). *Advising will send faculty and student the hiring forms, to be signed by professor and student and turned in to Advising by deadline (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

End of 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