

University of Washington
Department of Political Science

**Department Offices and Phone Numbers
2015-2016**

Office	Location	*Telephone
Political Science Main Office Main Office Staff: Catherine Quinn, and Jennifer Hopkins	Gowen 101	543-2780
Department Administrator	Gowen 106	543-2783
Ann Buscherfeld (questions about payroll, grants, travel, and to contact the Chair)		
Academic Services	Smith 215	543-9456
Meera Roy, Director (questions about curriculum, enrollment, classrooms and TAships; undergraduate advising)		
Undergraduate Advising	Smith 215	543-1824
Tamara Sollinger, and Mark Weitzencamp, Academic advisers (refer undergraduates with questions)		
Graduate Advising	Smith 215	543-1898
Susanne Recordon (questions about the Graduate School and Political Science Graduate Program)		
Writing Center	Gowen 105	616-3354
Jennifer Driscoll, Director, Gowen 105 (helps TAs with writing exercises; refer undergraduates with writing problems)		
Computer Classroom	Smith 220	616-3896
Steve Dunne, Smith 220C		
Labor Center	Smith	543-7946
CAPP Center	Smith 221	616-3898
FAX	Gowen 101	685-2146

* To call an on-campus number, dial the last five digits of the phone number.

* To call a local off-campus number, dial 9 plus the area code and number.

University of Washington
Department of Political Science
Office Policies and Procedures

The following policies and procedures have been established to facilitate the use of department resources. If you have any questions, you may ask the staff in Gowen 101 for assistance.

MAIN OFFICE (Gowen 101) HOURS OF OPERATION

The Main Office in Gowen 101 is staffed on Monday through Friday from 8:00am to 12:00 noon and 1:00pm to 5:00pm. Please note that staff is available to assist you only during these hours of operation.

DEPARTMENT KEYS

All campus keys are university property—it is illegal to duplicate them. All keys require a deposit in the form of cash or checks (which will be deposited in one week).

Available keys and required deposits for graduate students:

Gowen Building Key:	\$10.00
Graduate Student Computer Room (Smith 41)	\$10.00
TA/RA Office:	\$ 10.00
Mail Box:	\$ 5.00
Kitchen:	\$ 10.00

- **Lost Keys**

If you lose your keys and if they are found, they may be turned into the front office (check your mailbox). Other places to check are the Lost and Found in the Husky Union Building (HUB) and the Campus Police. New keys can be issued but there is a replacement fee and new deposit fee for all lost keys.

- **Office Assignments and Keys**

Office assignments are made each quarter by Ann Buscherfeld and Jennifer Hopkins. If you have an office one quarter and are not a TA or RA the next quarter, you must check with Ann to see if there is space for you to retain your desk. If not, you must turn in your key at the end of the current quarter so it may be assigned to the new occupant. As some offices are designated for TAs and others for RAs, you may be asked to move to another office if your status changes. If you go on-leave for more than one quarter, please return your key.

MAILBOXES

- Every graduate student has a locked mailbox, accessible from the hallway to the left of the Main Office. If you forget your key, you may ask a front office administrator to hand you your mail.
- Outgoing mail is taken to the mailroom at 9:00am. Incoming mail is distributed at 10:30am.
- Your mailbox key also opens box #100 for outgoing mail. Only academic mail please. Personal mail should be taken to the post office and do not use the department address for personal purposes (bills, magazines, etc.).
- If you need to have materials put in the mailbox of an instructor or graduate student, place the materials in the black box at the Main Office window and include the full name of the recipient.
- If you go on-leave for an academic year, you will give up your mailbox, return all keys, and make arrangements for your incoming mail. If your leave is for less than a year we will try to keep your box assignment.

SMITH 40A, The Olson Room and Gowen1B

Smith 40A, the Olson Room and Gowen1B are departmentally controlled conference rooms. These rooms may be used for review sessions, exam defenses, etc., *if scheduled in advance*; they may not be used for regular classes or quiz sections. Contact the Main Office to schedule these rooms and to pick up the key just prior to use.

KITCHEN

The kitchen is located in Gowen 3. If you use the microwave, refrigerator, counter, or sink, please be considerate of others and clean them after each use. Graduate students have posted a sign-up schedule for responsibility for a weekly disposal of old food and containers.

FAX AND TELEPHONES

- **FAX**

The department's fax number is (206) 685-2146. You may receive faxes at this number but be sure to tell the sender to include your full name on at least the first sheet of the fax. As a graduate student, you may fax paper proposals but no other items. If you need to fax a proposal, see Ann Buscherfeld for approval.

- **Telephone**

You may make local and long distant calls using the telephones in Smith 41, and the department copy room. If as a TA you need to make a long-distance call (usually only allowed to contact a student in one of your quiz sections), obtain approval from Ann Buscherfeld first.

COMPUTERS:

- **Smith 220**

The Political Science Collaboratory is a combination computer classroom and general access drop-in lab, with Political Science students receiving priority. There are twenty-four workstations with access to the Internet.

Graduate students have a limited amount of free printing. Once this is exhausted for the quarter, bring in more paper and your print count will be adjusted. A ream of paper will give you 500 more pages of printing.

Hours are Monday through Friday, 9am-5pm, when the quarter is in session, or by appointment.

- **Smith 41**

The Graduate Computer Lab consists of three Dell computers, one Mac computer, and one network printer. This room is locked so you need to pay a \$10 deposit for a key. The software on these computers is the same as on the computers in the Collaboratory.

STUDENT PAPERS AND GRADES

- Students should hand in assignments in your quiz sections or the main lecture. **With the exception of final papers and take-home exams, do not have your students hand in any assignments to the main office.**
- If your students bring final papers or take-home final exams to the Main Office during finals week, they must bring them to the Gowen 101 window before 4:30pm with the TA's name clearly written on the front.
- **It is a violation of university policy and federal law to post student grades or leave final exams, papers, etc., outside your office door.**
- Students who request their papers or final exams after the end of the quarter have the following options:
 - 1) Provide you with a self-addressed stamped envelope (the department will not pay the postage to mail papers to students).
 - 2) Make arrangements to pick up their papers/exams from you between quarters.
 - 3) Wait until the next quarter to contact you for return of their papers/exams.

- If students do not pick up their graded assignments (student papers, exams, etc.) by the end of the quarter in which they were graded, instructors/TAs are responsible for retaining these documents for one additional quarter (note that an assignment for a spring class must be held until the end of the following autumn quarter). Once the retention deadline passes, assignments can be brought to the main office for shredding.

Department Stationery

Some of your letters may need to be printed on department letterhead (letters of recommendation for students, letters to guest speakers, etc.). Department stationery and envelopes are located in Gowen 101. Ask for assistance.

FILE CABINET FOR SYLLABI

A file of syllabi for all classes taught by Political Science instructors is maintained through the main office. Please submit them at the front desk and inquire here should you wish to review any syllabi. You are welcome to photo copy a syllabus using the machine in Gowen 109 but **do not** remove them from the Main Office. Please remember to return the syllabus for refileing.

TEACHING SUPPLIES

Among the staff's numerous duties is the ordering and distributing supplies for the department. If you need supplies for your TA duties, fill out a blue supply request form in the copy room. Only request what you need and will use. Be sure to include your full name on the form and leave it in the envelope marked for supplies. Requests are typically filled within 24 hours.

Only TAs are provided with materials. The supplies that may be requested are:

White Note Pads:	3"x5", 4"x6", and 5"x8"
Post-It Notes:	1"x1-1/2", 3"x3", and 3"x5"
Lined Tablets:	8-1/2"x11"
Manila File Folders	
Index Cards:	plain or ruled 3"x5", 4"x6", and 5"x8"
Pens:	red, blue, black
Transparencies	1 package (25 sheets) per quarter (for use with overhead projectors only)
Transparency Pens	black
UW pencils	medium (2-1/2) hardness
White Board Markers	Normally available in the classroom. If not, ask at the Main Office or fill out a pink supply slip.

WORK BOX AND PHOTOCOPY/SCANNING REQUESTS

- The Work Box is located in the copy room. You may access the Work Box through Gowen 109. There are pink order forms on the counter that must be completed for each project. If you have any questions, ask the staff in the Main Office.
- There is a *minimum* 24-hour turn-around for requests left in the Work Box, so plan accordingly. Although rush jobs are sometimes necessary, they should be rare. Do not let chronic lateness become your routine.
- As staff do all photocopying (neither faculty nor graduate students have access to the large photocopier), you must fill out a work order form for all requests. Check with the staff in the Main Office regarding use of the small copier in Gowen 109. All materials except transparencies have to be copied on the large photocopier. Transparencies can be made on the small Canon copier in GWN 109. Check with Main Office Staff for instructions on how to do this and to pick up the transparencies.

Notes for TAs

- The staff will photocopy exams, review sheets, paper assignments, newspaper and magazine articles (although requests for photocopies of these items should be limited to those that are essential), needed for students in your classes. Be sure to submit your photocopying requests *at least 24 hours* in advance.

Notes for Graduate Students

- The department *will not* copy personal projects, including papers assigned to you by your instructors or copies of your paper for distribution to other seminar participants. There are copy centers on campus (e.g. the Suzzalo Library Copy Center and Odegaard Undergraduate Library Copy Center), self-service copiers in the libraries and local copying businesses on University Way. Note that the campus copy centers will include a surcharge for every copying job you submit.

PAYROLL INFORMATION

- **Payroll Schedule**

University payroll schedules run in three month cycles as follows:

Autumn Quarter:	9/16 to 12/15
Winter Quarter	12/16 to 3/15
Spring Quarter	3/16 to 6/15
Summer Quarter	6/16 to 8/15 (a two month cycle since instruction is shorter. RA appointments usually are from 6/16 – 9/15)

You will be paid twice a month, on the 10th and 25th (or the work day closest to these calendar dates) for which you are employed. Each paycheck you receive will compensate you for a two-week period of work. Note that there is a lag time between the date that you go on payroll and when you receive your first check. For work performed between the 16th and the 30th/31st of the month, your paycheck will be issued on the 10th of the following month; the paycheck for work performed between the 1st and the 15th will be issued on the 25th of the *same* month.

- **Direct Deposit**

Instructions for Direct Deposit should have been included with your payroll packet forms (they are also available from Ann Buscherfeld). The department highly recommends that you set up direct deposit. Your pay will be deposited in your bank by 8:00am the morning of payday. It usually takes two pay cycles (about four weeks) before your direct deposit will go into effect. Click on the “Employee Self Service” link in MyUW to track your earnings.

Until your direct deposit goes into effect, or if you elect not to use direct deposit, you may pick up your paycheck after 10:30am on pay day from the Main Office. Note that you must sign for your check.

- **Salary**

There are three pay scales for teaching and research assistants. The categories and gross salaries for the 2013-14 academic year are as follows:

Teaching Assistant \$2060 per month
(Pre-UW Political Science MA)

Predoctoral TA I \$2213 per month
(Post-UW Political Science MA and at least one year of financial support from the department)

Predoctoral TA II \$2378 per month
(PhC status—attained after successful completion of General Exam (defense of dissertation prospectus))

ALL FIRST YEAR STUDENTS ARE PAID AT THE TEACHING ASSISTANT LEVEL. Students are promoted to the Predoctoral TA I pay level after an MA from the UW Political Science Department has been earned.

Because degrees/certificates are awarded on the last day of the quarter, pay increases go into effect the quarter *after* advancement.

See Ann Buscherfeld if you have additional questions about payroll.

TRAVEL

Students who are post MA and presenting papers at conferences may request departmental support for their travel. Only airfare (or mileage reimbursement if travel is by automobile) will be paid.

As the department has limited funds available for graduate student and faculty travel, guidelines for travel funding requests are as follows:

- ◆ Students who are presenting papers must submit a Travel Application form for funding to the Chair at least two weeks in advance of the anticipated travel.
- ◆ Each graduate student is limited to three trips that will be funded by the department. If funds are available, the department will try to add an additional placement trip for students who have used the three allotted trips and are on the job market.
- ◆ The department will not fund international travel (special requests may be submitted to the Graduate School).
- ◆ Students should give priority to prominent national conferences and the main conferences in interdisciplinary fields (note that you can generally travel inexpensively and without using department resources to the Pacific Northwest Political Science Association meetings which are often a good “first conference” experience).
- ◆ Exceptions to the above will be considered by the Chair on a case-by-case basis.

Travel Request forms can be downloaded on the Political Science *Administrative Forms* page (http://www.polisci.washington.edu/Resources/Admin_Forms/administrativeforms.html). Though the form is for all travel expenses, the department only pays for airfare. To get an airfare quote, check airfares on the web or call a local travel agent (several in the U-District are recommended). You want to find the lowest airfare available (local agents are aware that the University has contract airfares on certain carriers—note that sale fares may be lower than these contract fares).

Once the form is completed, return it to Ann Buscherfeld for submission to the Chair. You will receive a confirmation or rejection notification within a few days. If the request is approved, submit the itinerary and receipt to Ann.