

Political Science Department
Spring 2025 Teaching Assistant Job Description
75% appointment, Three Quizzes

TA Name: _____

Faculty Supervisor: _____

Course Number and Title: _____

Course Time: _____

	Sections (AA, AB etc)	Days	Times
Quiz Meetings:	1. _____		
	2. _____		
	3. _____		

Office Hours Days/Times, 2 hours/week: _____

Office Hours Location: _____

First TA Meeting: _____

Max Quizzes & Students	3 quizzes meeting once per week. Max of 90 students, 30 per quiz. Exceptions only after consultation with and approval by the faculty supervisor.
Max Hours:	330 hours. Notify instructor & Meera Roy by Week 6 if averaging more than 30 hours/week
Appointment Period:	March 16 to June 15, 2025
Instructional Period	March 31 to June 6, 2025
Final Exam Week	June 9-13, 2025
Pay Dates:	See https://isc.uw.edu/your-pay-taxes/paydays for monthly paydates

Teaching Assistant duties include some or all of the following:

Lecture and Quizzes Responsibilities

- From the first day of instruction through the end of the quarter, be seated in the lecture hall at the scheduled class time and for the duration of the class. For classes taught asynchronously, watch/read all materials posted by the instructor.
- Consult with instructor about quiz syllabus. Prepare and distribute quiz syllabus only after instructor approval.
- Prepare for and conduct every quiz at scheduled times through the last day of instruction.
- Facilitate discussions
- Prepare review materials. Hold review sessions as needed.
- Request and/or acquire course equipment
- Hold regular office hours, 2 hours per week
- Tutor students
- Provide feedback on paper drafts for W courses or when students schedule in advance and submit as agreed

Faculty Supervisor and Department Communication

- For dates between notification of your TA assignment and the start of the quarter, notify faculty supervisor of all dates you will be unavailable by email or in another time zone.
- In cases of absence, late arrival, or early departure from required activities (lecture, quiz, meetings, trainings, etc., notify your supervising instructor in writing as soon as possible.
- When absence from teaching duties is unavoidable, immediately notify the instructor. Where possible, make arrangements for quiz coverage by other TAs. If sections must be cancelled, also notify the *Director of Academic Services and the *Office Assistant about posting cancellation notices. Notify students.
- If will be late to meet any pre-established grading or other types of deadlines, immediately notify faculty supervisor.
- Report any issues with students or other TAs to the instructor in a timely manner
- Report any issues with instructor to the *Associate Chair and *Director of Academic Services.

Exams and Grading

- Prepare test questions and/or topics for paper assignments
- Proctor exams
- Track student assignment completion and participation
- Score papers/exams/assignments and provide written feedback according to faculty supervisor instructions.
- Maintain grading records according to faculty supervisor instructions
- Meet grading deadlines for each assignment as established by the faculty supervisor and agreed to by the TA team.
- Respond quickly to instructor grading feedback, questions about grading decisions, and grading adjustments.
- Provide instructor with requested grade information (median exam grades, etc.)
- Calculate quarter grades according to faculty supervisor instruction
- Provide instructor with a breakdown of each student's final grades
- *****Submit grades via [GradePage](#) as directed by the instructor before GradePage closes at: 5pm on Tuesday, June 17, 2025.**

Course Email and Canvas

- Respond to course-related e-mail and messages in Canvas in a professional and timely manner
- Prepare, maintain, update information in Canvas as directed
- Participate in discussions on Canvas as requested

Materials Preparation

- Read assigned course materials in advance of deadlines
- Place course materials on library reserve
- Prepare supplemental materials

Other Duties

- Attend training programs as required/recommended
- Attend and actively participate in all course meetings
- Refer students needing help to appropriate offices
- Act as liaison between students and professor
- Comply with [Federal Education Rights and Privacy Act \(FERPA\)](#)
- Ensure timely and accurate tracking of time off (holiday and sick time) in Workday according to UW policies. <https://hr.uw.edu/studentemployment/time-off-and-leave-policies/academic-student-employees/time-off-policies/>
- Follow [UW Records Retention Schedule](#) requirements
- Promote completing end-of-quarter quiz evaluation form to students.
- Sign Instructor Evaluation of TA form by deadline.
- Other duties as assigned

* Associate Chair, James Long, jlong@uw.edu
 Director of Academic Services, Meera Roy, meroy@uw.edu
 Office Assistant, Natalie Lanza, polisci@uw.edu

ASE Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

The signed job description will be filed in the ASE's personnel folder.