

Teaching Assistants (TAs) & Lecturer (Student Assistants) (LSAs) Fall 2022 Hiring Memo

When evaluating applicants, the Chair and Associate Chair of the Department will consider, in consultation with instructing faculty:

- Whether a contractual commitment to the applicant already exists.
- The applicant's progress in the graduate program, including grades in courses and timely fulfillment of the master's, preliminary examinations, and dissertation requirements.
- The applicant's ability to effectively teach a course for which there is a departmental need.
- Where prior experience exists, a record of satisfactory performance of TA duties.
- Excellent English speaking and comprehension ability.

Eligibility & Considerations

- Applicant must be in good standing in the graduate program; this applies to persons with funding guarantees as well as to other applicants.
- A graduate student with guaranteed support will be employed as stipulated in the original letter of appointment unless the graduate record or prior performances as a TA prove unfavorable.
- Students who may be at risk of losing funding will be notified at least a semester in advance and given the opportunity to remediate the problem.
- Students who are deemed ineligible to be TAs due to academic progress or poor performance as a TA will have the right to appeal this decision through the established procedures.
- When applicants for a position are equally well-qualified, consideration will be given to whether an applicant has available alternative sources of funding. Preference is given to students who are making good progress toward timely completion of the program.
- For TAs and short-term lecturer positions, the Department will consider graduate students from other departments *only* when the qualified and eligible applicants from the Sociology Department have been exhausted. Exceptions to this rule will be made only when available sociology grad students are not qualified for the assignment or when a sociology graduate student is deemed ineligible or of lower priority due to poor teaching performance or poor progress in the program (including having been in the program 10 or more years), in which case the individual student will be notified of this in time to seek other employment and/or to appeal the decision.

General Information

- TA appointments are 50% of a semester salary and LSA appointments are 40%.
- LSAs may supplement their appointment with an additional 10% by undertaking professional development opportunities. This is entirely optional. See the attachment Professionalization Guidelines for LSAs for further information.
- Your appointment includes **the two weeks before classes begin**. Training and other preparatory meetings are held during this period and you are paid to be here to participate

in orientations and work with instructors preparing for classes. DO NOT APPLY if you cannot be available the week before classes begin for these mandatory training sessions and/or preparation. **For in-person classes, this means you must be on campus.**

- Similarly, your appointment extends through **two weeks AFTER the last day of classes** (including final exam week and another week for grading). You must be available to complete grading work for this class on campus. Grading after classes end is part of the job for which you are being paid.
- You must be able to **attend the lecture associated with your course**. This is part of the job.
- **Spring semester:** Applications are usually available mid-October and due early to mid-November for Spring semester.
- **Fall semester:** Applications are usually available towards mid-April and due at the beginning of May.
- The timing of the announcement may be slightly delayed in some cases due to factors outside our control.
- Graduate assistant job openings will be sent via email, with an electronic link to the application.
- You may request this link from Kim Gonzalez (kim.gonzalez@wisc.edu) in room 8128A.
- For further information, contact Associate Chair Joe Conti (jconti@ssc.wisc.edu); after August 2022, contact Chad Alan Goldberg (cgoldber@ssc.wisc.edu).

Special Note to International Students

- International students on F-1 and J-1 Visas are at risk concerning their immigration status if they are employed for more than 20 hours per week during the academic year. This means the sum of an individual international students TA, PA, and student hourly help appointments *may not exceed 20 hours of work or 50% time per week*. Please keep this in mind if you are an international student.

SPEAK test

- If you are a non-native speaker of English and applying for your first TA position, you are required to take a SPEAK test **before** further consideration.
- SPEAK tests are offered occasionally throughout the year by the University's Program in English as a Second Language and required advanced registration through the department. Please take care of this as soon as possible.
- Further information on the SPEAK test and upcoming test dates may be found here: <https://esl.wisc.edu/ita-training/speak/>
- If you think you may need a SPEAK test, e-mail Kim (kim.gonzalez@wiscu.edu) for further information.