DEPARTMENT OF FRENCH AND ITALIAN STUDIES
UNIVERSITY OF WASHINGTON, BOX 354361
SEATTLE, WA 98195-4361
DESCRIPTION OF TEACHING ASSISTANTSHIPS, 2015-2016

SALARIES AND DUTIES. Beginning teaching assistants in 2015-2016 are paid approximately $2,060 per month for each of the nine months of the academic year. This sum is paid in halves, on the tenth and the twenty-fifth days of the month, from October 10 to June 25, and is considered a 50% appointment. Teaching assistants receive a waiver of most tuition and fees, but are required to pay about $316 in fees each quarter after the waiver. Income taxes are withheld from the salary at graduated rates depending on the tax forms the TAs file. As long as teaching assistants on 50% appointments fulfill the requirements of their appointments and are enrolled for at least half time (5 credits), they qualify for exclusion from FICA (Social Security) taxes as a student, and no FICA taxes are withheld.

Most teaching assistants' principal service to the university is to teach, under the supervision of a faculty member, one elementary language class of about 24 students, meeting five hours per week. Teaching assistants are given orientation at the beginning of each year and other advice and assistance as needed; supervisors and teaching assistants meet periodically for discussion of relevant problems. Teaching assistants' duties, including class preparation, correction of papers and quizzes, office hours and meetings, amount to approximately twenty hours each week, up to a maximum of 220 hours per quarter.

ELIGIBILITY AND RENEWAL. Eligibility is dependent on admission to the Graduate School and acceptability to the division as a teacher of French or Italian. Within the limits of financial possibility and subject to certain conditions, the most important of which are maintaining satisfactory progress toward a degree and demonstrating competence as classroom teachers, French and Italian Studies graduate students holding regular appointments will be reappointed annually for the full term of their eligibility (six quarters for M.A. students, nine additionally for Ph.D. students). Students must maintain the minimum registration requirement of 10 credits per quarter applicable towards their degree in autumn, winter and spring, and 2 credits in the summer (if there is a course for the student to teach in the summer and the student chooses to teach).

TRAINING. All teaching assistants attend a training program that prepares them for their teaching assignments. New and returning appointees must be present for a required planning and training period, and will be notified in writing when that training begins (usually about September 16). Training will include lectures by the faculty, filmed and live demonstrations of college language courses, practice readings, and the preparation of teaching and testing materials. Additionally, international students are required to attend the International Teaching Assistant (ITA) program, which covers cross-cultural communication, teaching strategies, and second language practice. In addition, all new teaching assistants in French take FRENCH 510, Methodology of French Language Teaching (3 credits), and FRENCH 590, Foreign Language Teaching Methodology (2 credits) in autumn quarter.

HEALTH BENEFITS. Teaching assistants are eligible for benefits provided by the Graduate Appointee Medical/Dental/Vision Insurance Program (GAIP). The plan year runs October 1 through September 30. During 2015-2016 GAIP coverage is administered by LifeWise Assurance Company. The University pays the full monthly premiums for eligible TAs. If TAs decide to insure eligible dependents, the University pays a portion of the dependent premiums. A full description of the benefits for recent plan years may be looked up on the website www.washington.edu/admin/hr/benefits/insure/gaip/.

UNION REPRESENTATION. Teaching assistants are classified as Academic Student Employee (ASE) and their appointments are governed by a contract between the UW and GSEAC/UAW, to be found at the website www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/index.html. Each ASE will be offered an opportunity to join GSEAC/UAW and, as a member, will pay dues each pay period. If an ASE should choose not to become a member, the contract requires paying a monthly service fee.

APPLICATION. If you are applying to enter a graduate program in French or Italian Studies, use the Assistantship Application for French and Italian Studies applicants. If you are applying to or enrolled in another graduate program, use the Assistantship Application for applicants from outside FIS. Return your form, with the supporting documentation, as early as possible. Admission to the Graduate School is a necessary condition for every appointment to a teaching assistantship. This matter should be attended to with care and dispatch, since the university places limits on enrollment. The Graduate School informs applicants directly of their admissions decisions. International students should submit their application for admission to the Graduate School as soon as possible, preferably by November 1 of the fall before desired admission, due to the time needed to apply and obtain a visa.

ENGLISH LANGUAGE PROFICIENCY FOR NON-NATIVE ENGLISH SPEAKERS. Graduate students who are not native English speakers must fulfill the English language proficiency requirements as stated in Graduate School Memorandum 8 and meet the spoken English proficiency requirement in Graduate School Memorandum 15 to be able to teach. The most common way to do this is to submit scores from the **IELTS**, **TOEFL iBT**, or **TOEFL pBT**. Scores, no more than two years old, must be submitted directly by the testing service. Sign up for a test right away to avoid application problems.

ANNOUNCEMENT OF AWARDS. Offers to applicants will normally be made before April 1. Under the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants at www.cgsnet.org applicants are under no obligation to respond to an offer from any school before April 15. Written acceptance of a position offered is required for a teaching assistantship to be considered official.