

Ph.D. Employment Funding Overview

Academics Team

TA Assignment & Human Resources Management



Kate Kerschbaum, Assistant Director of Academic Services

Coordinates TA assignments for iSchool PhDs, oversees Academics HR (ASE and guest faculty hiring), and serves as the iSchool curriculum manager

Email: kkersch@uw.edu or ihrhelp@uw.edu



Marie Stucke, Senior HR Assistant for Graduate Appointments

Manages human resources and payroll activities for PhD RAs, TAs, and stipend recipients.

Email: stuckem@uw.edu or ihrhelp@uw.edu



Standard Funding Package

- > **12 Quarters of *iSchool* Funding** Guaranteed over 6 years
 - 3 quarters in an academic year, so this works out to 4 years of funding.
- > Usage of guaranteed funding is tracked and reported quarterly
- > You, your advisor, Student Services, and HR are looped into your funding balance
 - If concerned about running out of funding, reach out to this group of people for support
 - Student Services keeps an updated list of [funding opportunities](#) on the PhD Student Resource Center Canvas site.
- > Historically, less than 20% of iPhDs use all their guaranteed funding over the course of their time in the program.

ASE Appointment Details

- > Requires satisfactory progress toward degree
- > 20 hours/week average is expected (50%)
- > Not to exceed **220 hours per quarter**
- > Types of Leave (Annual, Sick, Bereavement, etc...)
- > Holidays and Vacation
- > Typical Quarterly Start Dates **9/16, 12/16, 3/16, or 6/16**
- > Giving notice – *Minimum* 30 days prior to start of quarter

Benefits

- > **GAIP** – Graduate Appointee Insurance Program
- > **LifeWise** – GAIP Insurance Administrator
- > Coverage begins October 1st
- > Eligible student employees are automatically enrolled
 - Dependents must be enrolled *no later than* October 31st
- > LifeWise Assurance Company (LifeWise) will receive enrollment information from the UW and will begin processing your enrollment early in each quarter that you are eligible.
- > If you are eligible for GAIP coverage for a full academic year (Autumn, Winter, and Spring), your coverage will continue through summer regardless of employment status

Workspaces

- > RA Spaces – UW Tower, Mary Gates, Allen, and Bloedel
 - > Shared desks, computers, printers
- > Assigned PhD Workstations
 - MGH 015, BLD 080, & ALB 193-196
 - > Assigned desks and computers, shared printers
 - > Questions? Contact ibuildings@uw.edu
- > Drop-in/Reservable Workspaces

Specific Job-Related Questions

- > If you are wondering about...
 - Pay, appointment specifics, or other HR-related items, reach out to **ihrhelp@uw.edu**.
 - Scheduling conflicts, or course related questions, reach out to **your direct supervisor(s)**.
 - Planning for Research Assistantships, grant applications, and other academic questions, reach out to **your advisor(s)**.

TA Assignment Process

- > In late April, a survey will be sent to all iSchool PhDs. In this survey, you will:
 - Indicate which quarters you will need a TA assignment or in which quarters you already have an RAship or alternate funding
 - Rank courses from the list of TA eligible courses that you are interested in supporting as a TA.
- > Based on this survey, we work with the Chairs of the PhD and Informatics Program to make TA assignments for the coming year. Assignments are prioritized for incoming doctoral students first, then the remaining students who are still within their guaranteed quarters of funding
- > Assignments will be sent out by early June. Please keep us updated if your employment plans change during the year.
- > If you have questions about this process, reach out to Kate Kerschbaum at kkersch@uw.edu.

TA Training (On Canvas)

- > Intended for new/incoming TAs, but open for all as a resource
- > Completion of quizzes will provide a badge, which stays with your Canvas profile when you return to TA roles in the future.
- > If the course is not visible on your Canvas Dashboard after your hire is completed, contact ihrhelp@uw.edu.

Any questions?

You can always email
ihrhelp@uw.edu with any
questions related to employment.

If we are not the right address for
your concern, we will re-direct you.