DEPARTMENT OF LINGUISTICS

UNIVERSITY *of* WASHINGTON

Updates:

9/5/2025 Updated approval process description to exclude sponsored research (external funding approved via an eGC1; NSF, RRF, NIH, provate sponsors, etc.)

9/5/2025 Updated RCR section

9/5/2025 Added information about distance learning approval for courses

9/5/2025 Added information about honoraria

9/5/2025 Updated personnel information

9/5/2025 Updated guidance on booking the conference room, GUG 415L

3/25/2025 Added “PhD Exam Procedure”

3/24/2025 Added “Registration Management”. Updated “Add Codes and Instructor Codes” with best practices around providing instructor codes

3/21/2025 Appended guidance for ASEs who are Teaching Assistant with a quiz section

3/19/2025 Added a section on how RCR funds are handled in the department

03/19/2025 Updated course evaluation (IAS) section

3/18/2025 Added paragraphs on how submitting book publications, honors&awards to UW News

3/18/2025 Added a paragraph about Departmental Bylaws

3/18/2025 Added instructions for adding the new Ricoh printer to devices

3/18/2025 Updated course buyout section

Contents

Welcome to UW Linguistics 9
Letter from the Chair 9
History of the Linguistics Department 10
Department Mission and Vision 11
Diversity, Equity, and Inclusion 12
Departmental Bylaws 12
People 12
Important Locations 16
Workplace Resources 17
Website 17
Website Profiles 18
CAS IT Help 18
UW-IT 18
UW Licensed Software 19
Conference Room (GUG 415L) Use 20
Keys and keycards 20
Equipment 21
Funding Approvals 22
Funding for faculty 23
Research and travel funds for faculty 23
Lab funds 23
Start-up funds 24
Research Cost Recovery (RCR) Funds 24
Funding for graduate students 24
Departmental research and travel funds 25
Other UW funding for graduate student travel and research 25

Traveling 25
Disability Accommodations and Resources 25
Booking an ASL interpreter 26
Textbooks 26
Feedback Form 27
Committees 27
Office Supplies 27
Department Calendar 28
RICOH Printer, Copier, Scanner 30
Phones 30
Mailman Email Lists 31
Book Publication Roundup 33
Honors and Awards Roundup 33
Regular Meetings and Reports 33
Faculty Meetings 33
Graduate Student Annual Reports 34
Information for Visitors and New Personnel 34
Visitor Services 34
Husky Card Services 34
Transportation Services 35
Resources for International Scholars 35
UW Daily, UW Today, and UW Insider 35
Banking 35
Housing 36
Teaching Resources 36
LING course scheduling workflow 36
LING course scheduling process 37
Course Load 39
Course Buyout 40

Add Codes and Instructor Codes 40
Access students and other non-matriculated student enrollment 41
LURAP.....41
Course Evaluations / IASystem 41
Center for Teaching and Learning (CTL) 42
Time Schedule / Curriculum Planning 42
Registration Management 43
Advising.....43
Grading.....43
Grade Grievances.....44
Records retention 45
Honoraria 45
HR Resources 45
Workday.....46
Payroll Essentials 46
Required Employee Training.....47
Policy Primer for Faculty 48
Leaves for Academic Personnel 48
Departmental Guidelines – tenure, promotions and merit 48
Staff Overtime and Vacation Requests.....49
Health & Safety Resources 49
Building and Office Safety.....49
Fire Safety and Prevention 50
Stay informed and reach out!.....50
Work-related Accidents 51
First Aid 51
Building Evacuation Plan for Guggenheim Hall 52
Emergency Preparedness in the classrooms 52
Employee Assistance Program EAP 54

College of Arts and Sciences Resource Page 54
NightRide 54
Sexual Assault Resources 54
Husky HelpLine for Students 54
LiveWell 55
Crisis Text Line 55
SafeCampus 55
Hall Health Center 56
Emergency Aid for Students 56
Work-Life Balance 57
UW Recreation 57
WholeU 57
Registering for Classes as an Employee 57
Student Resources 58
PhD Exam Procedure 58
Writing Consultations for Graduate Students 59
Center for Speach and Debate 59
Foundation for International Understanding Through Students (FIUTS) 59
International Student Services (ISS) 59
Disability Resources for Students (DRS) 60
Student Taxes 60
Veterans Education Benefits 60
Graduate and Professional Student Senate 60
Career and Internship Center 61
Husky Career Closet 61
Simpson Center for the Humanities 61
Alt-Ac (“Alternative Academic”) Career Resources 62
Colloquia 62
Funding Linguistics Graduate Students’ Study 63

Types of ASEs 64
Funding of ASE positions 64
Making departmental ASE assignments 65
ASE Absences 66
Guidance for Teaching Assistants 67
Graduate Funding Information System at Allen Library 67
The Office of Fellowships and Awards at the Graduate School 67
Finding an Assistantship Position 68
Graduate Student Health Insurance 68
No-cost services at Hall Health & UW Counseling Center 69
UW International Student Health Insurance Plan (ISHIP) 69
Graduate Student How-To Guide 69
How to Get your MA 69
How to Get your PhD 70
Academic Student Employees (ASE) in the department 70
Graduate Student F.A.Q. 71
What should I do now, during my first few quarters of graduate study? 71
If I change my address or other personal information, who should I contact? 72
Are there any grade requirements for graduate students? Can I take classes pass/fail? 72
How long do I have to finish my degree(s)? 72
What does it mean to go on-leave, and when can I do it? What are the policies and/or restrictions regarding being on-leave? 72
What is the process for going on-leave? 73
What is this MyGrad thing? How do I submit requests to graduate, petitions to go on leave, requests for general exams, etc.? 74
Appendix 74
i. Update Printer Setting to Print Double-sided and B&W 74
Instructions for Adding Printers 76
ii. UW Linguistics Department policies and procedures for graduate student teachers 78

Welcome to UW Linguistics

Letter from the Chair

The Linguistics Department is pleased to provide this handbook as a resource for faculty, graduate students, and staff. It is meant to act as a helpful tool with several components including: an orientation manual, an FAQ about department policies, and a calendar aid for the annual calendar of the UW. The handbook lays out guidelines for how to do our roles' various tasks. Learning and following the handbook will allow you to do your job and interact with UW rules and regulations efficiently. It will also help us all work together effectively, especially for tasks that we do infrequently or that are new.

The handbook is a living document which will grow as we add more information to it. It is meant to act as a guide rather than a code or a list of rules. When our department runs smoothly, it leaves more time for the things we are here to do: our research, teaching, and service. It also brings us together in common purpose, working together to make the department work for all of us.

Thanks for learning the handbook and using it as a resource.

-Richard Wright, Professor and Chair

History of the Linguistics Department

In the late 1950s an Interdisciplinary Committee on Linguistics determined that a department should be established. Several linguists across campus eventually came together at the University of Washington to constitute the Department of Linguistics, whose inaugural year was 1962-1963. Initially staffed by several joint-appointed and adjunct faculty members, by 1970 the number had grown in rank and reputation. The academic offerings included traditional American Structuralism, historical Indo-European, Amerindian languages, and the developing theoretical disciplines of Generative syntax and phonology. The first doctorate was awarded in 1966, with four more following.

The 1970s and 1980s saw the steady growth of the Department and a deepening of its offerings in the core areas of grammatical theory. There were four full-time faculty members in 1970 and eight by 1990. Their primary specializations were either syntax or phonology and, after 1975, formal semantics. But from the 1990s on, the composition of the Department steadily broadened. Specialists in Romance linguistics were added in 1995, phonetics and sociolinguistics in 1998, computational linguistics in 2003, American Sign Language in 2007, and psycholinguistics in 2014. As of 2023, the department has 14 tenure-track professors, four teaching professors, and 38 adjunct and affiliate faculty from departments across campus. In 2005 the department launched the Professional Master's in Computational Linguistics Program (CLMS) in conjunction with Professional & Continuing Education (now known as Continuum College). Despite all the changes, the Department has maintained a remarkable continuity. An example of this is in its 61 years of existence, it has seen only six chairs.

The Department has always strived to make its presence known beyond the UW campus. Faculty members were instrumental in the founding of the Western Conference on Linguistics, the West Coast Conference on Formal Linguistics, and the Northwest Linguistic Society, all of which have met regularly at UW. Furthermore, in the past 20 years, two members of the Department have been elected President of the Linguistic Society of America while others have served on various committees, including the executive committee. Our department is also engaged in community service at the local, state, and national levels. Community engagement includes working with native communities in Washington and British Columbia to help document and preserve their languages, documenting speech characteristics of English spoken in Washington, examining language attitudes from different parts of the state, engaging with the Deaf community at the state and local levels, working on child language development in bilingual communities, and publicly addressing ethics in AI and natural language processing.

The success of the department can be gauged by quantitative changes since its modest beginning. Undergraduate enrollment was at approximately 2,672 students in 2022, and undergraduate majors number 143. 70 students received their BA, 46 students received their MS in Computational Linguistics, and 1 received their PhD in 2023.

Graduate student funding has increased from four Teaching Assistantships in the 1970s to 25 PhD students supported today. Grants awarded to faculty members and students increased from none in the 1970s to six faculty members being grant-funded today.

Department Mission and Vision

Linguistics is the study of language as a natural phenomenon. It focuses on grammar, the social context of language variation, the physics and perception of speech sounds, the properties of language evolution, and the automated processing of speech and language by computers. As language is an exclusively and intrinsically human characteristic, research on the structure, acquisition, and use of language cuts to the heart of human cognition and the social world, linking linguistics to psychology, anthropology, information science, and many other disciplines. Our department aims to educate students and the public on the structure and use of language, and on the significance of invariant characteristics and systematic variation in languages. Our goals include researching these areas and training students to become independent and creative linguists themselves.

The Department, situated in the College of Arts and Sciences, offers degree programs in General Linguistics leading to a BA or PhD, and a Professional MS degree in Computational Linguistics (CLMS). To achieve our goals, students in all programs study issues relating to any and all languages. To provide a rich learning environment, classes in the Department of Linguistics are usually limited to 30 students, undergraduate students are encouraged to engage in research with faculty, and internships, scholarships and research appointments are available to graduate students. We strive to maintain research-led teaching and to include recent technological advances such as online and hybrid courses.

In addition, the Department of Linguistics fosters the study and preservation of Northwest indigenous languages and American Sign Language (ASL) through teaching and research to bolster such marginalized languages. In the ASL minor in particular, as well as in students' study of other languages, we aim to ensure that they also deepen their understanding of the structure of the languages they are studying and the ways they interact with and reflect on the communities in which they are spoken. The Department of Linguistics believes that the diversity of perspectives on the phenomenon of human language provided by expertise in and life experience with different linguistic varieties is critical to the advancement of the field. Accordingly, we are committed to increasing the diversity of both our department and the field

at large.

Diversity, Equity, and Inclusion

The Department of Linguistics recognizes the value that diverse perspectives can bring to our departmental culture and to the academic community, more broadly. Accordingly, we are committed to improving our recruitment and retention of undergraduate and graduate students, faculty, and staff from groups that are historically underrepresented in our department and field, including (but not restricted to): speakers of endangered languages and the descendants of such speakers, speakers of stigmatized linguistic varieties, Deaf, DeafBlind and hearing speakers of signed languages.

We believe that linguistic scholarship cannot be successful without participation from scholars of diverse backgrounds and without focus on diverse language varieties and situations of language use. This is because the field includes central foci on the human capacity for language and the ways in which language and attitudes interact with social structures, including systems of oppression. Thus, we can only succeed with participation by people with diverse lived experiences of the linguistic reflexes of systems of oppression and connections to diverse language families, diverse language types, and diverse settings of linguistic activity.

Please see Diversity | Department of Linguistics | University of Washington for more.

Departmental Bylaws

Department bylaws are an important tool for effective governance. They clarify the roles and responsibilities of those holding various positions within a department, they give coherence and transparent structure to a department's operations, and they support the maintenance of a healthy and functional unit. Linguistics Bylaws are posted here.

People

The Department of Linguistics is made up of faculty, students, classified and professional staff. Please visit the website for an up-to-date personnel list as this may change on a quarterly basis. Many of us have specific roles and responsibilities around academics, finance and/or operational aspects of the department's business. Please read through this list and follow the links to learn more.

- Richard Wright, **Chair** / rawright@uw.edu / (206) 616-2426

The chair of the department serves as its leader and administrative head. The chair sets the tone for the department. The chair does the best they can with the resources and people at hand to fulfill the mission of the department, college and university. Specific areas of responsibility include the following:

- Personnel matters
- Instruction and Academic Administration
- Research
- Climate, Diversity and Inclusion
- Compliance and Safety
- Departmental Governance
- Resource and Budget Management
- Advancement
- Communications and External Relations

- Betsy Evans, **Associate Chair** / evansbe@uw.edu

Associate chair duties include assisting the chair as needed (e.g., serving as substitute, writing reports, participating in interviews), managing the departmental newsletter, managing the Linguistics Fund award, acting as a liaison between the department and Humanities Advising Services, managing the undergraduates' mailing list, and serving on the Budget Committee.

- Karoliina Kuisma, **Administrator** / kuisma@uw.edu / (206) 685-7467

As the department's administrator, Karoliina is responsible for issues around finances, budgets, HR, payroll, scholarships including the graduate student travel award process, and document retention. If you have questions and are unsure who to ask, please always feel free

to ask Karoliina.

- Chris Shaeffer, **Graduate Program Manager, GPA**/ shaefc@uw.edu / (206) 685-4846

The Graduate Program Manager is responsible for managing concurrent yet distinct academic/scholarly cycles for MS students, PhD students and the Natural Language Technology certificate program. The GPM acts as a liaison to UW Professional & Continuing Education (PCE) for the MS program and as a Graduate Program Advisor (GPA) for the PhD Program. The GPM works collaboratively with PCE and departmental personnel to develop and promote graduate programs and to recruit students, for example by planning and implementing events. Additionally, the GPM coordinates, schedules, and monitors activities relating to the graduate curriculum to assure consistency with department and university requirements and processes all departmental course and curriculum changes ensuring compliance with College and UW curriculum policies.

- Position Vacant, **Program Coordinator** / linguw@uw.edu / (206) 543-2046

The Program Coordinator is responsible for reception, course scheduling, room requests, facilities requests for repair and cleaning, phone and email communications, approved reimbursements and purchasing requests, keys, keycards, departmental equipment check-out, departmental calendar management, IAS evaluation requests, copier issues, queries about departmental processes, and event coordination and promotion.

- Andrew Hedding, **Graduate Program Coordinator** / gpc@uw.edu

The Graduate Program Coordinator advises incoming PhD students (on such matters as course selection) until they pick their own advisor. The GPC also answer e-mails from current and prospective PhD students, keeps track of the academic progress of PhD students, and checks that requirements have been satisfied before a student takes their General Exam or defends their dissertation. Other duties include chairing the departmental introductions meeting in early Autumn quarter and chairing the graduate admissions committee. A GPC may be present at a PhD advisee-advisor meeting if requested by either or both the advisor and the advisee.

- Lance Forshay, **ASL Program Director** / lforshay@uw.edu

The ASL Language Minor Program Director responds to inquiries, evaluates and places ASL students in appropriate ASL course levels, plans ASL class-teacher schedules, coordinates weekly ASL Faculty meeting for curriculum development, provides grammar and culture consultation on ASL and Deaf culture to the department research faculty and students and acts as an advisor/sponsor for the UW National ASL Honors Society chapter. Leading a committee and coordinating a national search for new ASL positions are important responsibilities. The director maintains the program records and data with ASL and Deaf culture book and video collection inventories, AU ASL 101 wait list and ASL Minor Studies brochure guide. Outreach and Service to the Deaf and ASL teacher community are done such as representing at Deaf Nation Expo and acting as a proctor for ASL Proficiency Interview via Gallaudet University for the Puget Sound area.

- Toshi Ogihara, **LURAP Coordinator** / ogihara@uw.edu

The LURAP coordinator manages the Linguistics Undergraduate Research Apprentice Program (LURAP). This involves soliciting project proposals from faculty and graduate students; posting available projects for undergraduate students to see; soliciting applications to the program from undergraduate students; assigning undergraduate students to projects; managing UG enrollments to 499A; and organizing periodic celebratory events.

- Laura McGarrity, **TA Coordinator** / lauramcg@uw.edu / (206) 685-3549

The TA Coordinator plans, organizes, and runs the annual 2-day LING TA Training workshop for all new and continuing LING TAs the week before classes start each fall. The Coordinator also (in conjunction and consultation with the Chair) makes ASE assignments every quarter for all graduate students who are guaranteed funding. Beyond this, they conduct the classroom teaching observations required of all new LING TAs in each of their first two quarters of teaching and generally acts as the point of contact for any questions or concerns pertaining to teaching or any other issues relating to the TA classroom.

- Brandon Graves, **System Administrator** / bmgraves@uw.edu

The CLMS System administrator's primary responsibility is maintaining operations of the computer cluster for the CLMS Program. Additionally, the System Admin is responsible for

managing user accounts for the programs, maintaining several websites for various faculty projects, planning CLMS upgrade budgets for hardware and making purchases, deployment and configuration of new hardware, ensuring any student/faculty software requirements for the cluster are met, monitoring and managing storage and backups, troubleshooting various applications to help users of the cluster finish their projects on time, and in general fulfilling any other compute needs that may relate to the CLMS Program as requested.

- Dan Mandeville, **Linguistics Librarian** (University Libraries) / dcman@uw.edu / 206-685-1446 / SUZ 139

As the University Libraries' liaison to the Department of Linguistics, Dan is your main contact in the Libraries, offering consultation and instruction services on finding and using sources at all levels of language and linguistics research. As the Libraries' selector for linguistics, Dan manages UW's linguistics collections and subscriptions to support linguistics research and program curricula. Contact Dan when your students need an introduction to library research for an assignment, when an important book isn't in UW collections, or when you have any questions about Libraries resources or services.

- Zach Phelps, **Senior Computer Specialist, Departmental Labs /** zelp@uw.edu

The Senior Computer Specialist provides computing services, general IT support, and handles purchasing for four labs within the Linguistics department: the Sociolinguistics Lab, the Phonetics Lab, the Neurolang Lab (NLL), and the Language Development & Processing (LDP) Lab. In addition, Zach is responsible for managing the labs' servers.

Important Locations

Departmental Office – Guggenheim Hall 414

Printer/Copier – Guggenheim Hall 415.

Mail Boxes – Guggenheim Hall 414. Each faculty member should have a mailbox.

Conference Room & Kitchen – Guggenheim Hall 415. This area is available for use by Guggenheim Hall faculty, students, and staff. It contains a kitchenette with a microwave, refrigerator, toaster, and sink. The GUG 415L conference room's primary use is for departmental meetings (e.g. faculty meetings, general or PhD exams, subfield meetings). Please no food or drinks in the conference room.

Limited kitchen utensils are provided by the department (plates, cups, knives, forks, spoons). If you take kitchen utensils to your office, please return them as soon as possible. Food left in the refrigerator that has been there long enough to go bad will be thrown away. Everyone is responsible for cleaning up after themselves and their guests.

Lab Locations

- **Treehouse Lab** – Guggenheim Hall 406
- **Language Development and Processing Lab** - Smith Hall 002
- **Neuroplasticity and Language Lab** - Smith Hall 008
- **Phonetics Lab** – Guggenheim Hall 407a
- **Sociolinguistics Lab** – Guggenheim Hall 416a

Workplace Resources

Website

The departmental website has lots of helpful information for the public and personnel. Please glance at it periodically, especially for sections that relate to your specific work, and let the admin know if anything needs updating. Recent News also makes an interesting periodical read with updates on departmental events as well as faculty and student achievements. You're working with an amazing group of people!

Website Profiles

Each faculty member, staff member and graduate student has a profile on the department's webpage. Once the Program Coordinator has created your profile each person needs to update the information themselves. To access your profile from the website, first log in via the person icon in the top right-hand side corner. Navigate to people, find your name, then click "Edit profile". You can update things such as your CV, academic interests, profile picture, and more. Be sure to keep your office hours current if you are an instructor. You should periodically update your department website profile, or you can ask the Program Coordinator if you need help updating it. News items about you will be linked to your profile.

CAS IT Help

If you need help with your computer device, setting up a monitor, installing software, troubleshooting an issue, purchasing a new device etc., please contact the College of Arts&Sciences (CAS) Information Technology Team. The best way to get support is by emailing the main email, cas-ithelp@uw.edu. Alternatively, you can call **206.616.3643. If your issue is urgent, please phone the office for support.** For most requests they can assist via a simple Zoom or Teams video call. If you need onsite support, they will schedule a time to visit your office. They do their best to respond to requests for assistance within 2 hours of receiving the email or phone call. If there is an urgent issue, please identify that in the subject of your email with the word Urgent followed by the topic. ***F.ex. Urgent: Computer won't boot up!*** The team's main goal is to make it easy for teachers to teach, researchers to do research, and of course, for students to learn.

UW-IT

UW-IT is the central IT organization for the University of Washington, providing critical technology support to all three campuses, UW medical centers, and global research operations. UW-IT collaborates with University partners to advance teaching, learning, innovation, and discovery at the UW. UW-IT's responsibilities include:

- Providing technology tools and resources for UW students, faculty and staff
- Strategic planning, oversight and direction of the University's IT infrastructure, resources and services
- Managing UW central IT infrastructure and services, including academic and collaborative applications, accessible technology, administrative systems and information management, classroom technology, computing infrastructure, customer service, data centers, information security and privacy, IT services and strategic sourcing, networking, technology business continuity and telecommunications

Self-help information is available on UW-IT's website, IT Connect. Otherwise, here's how to contact UW-IT:

Online: Send us a question
Chat: Start a chat with UW-IT
Email: help@uw.edu
Phone: 206-221-5000
In-person: Walk-in locations

UW Licensed Software

The University of Washington makes a number of software programs available at low or no cost for students, faculty and staff. Before subsribing to a service by an external provider directly, make sure to double check if the UW has a comparable service available through their licensed selections. Please be aware of the following regarding paid software subscriptions:

- Purchases require a valid UW costing information and authorization from an approver.
- No Procurement cards or direct sales to individuals are available.
- Paid software programs are available through an annual subscription, with the license period running from July 1 through June 30.
- UW-IT cannot prorate or refund the cost of the software license subscriptions.
- UW-IT will automatically bill for software licenses in the next license cycle. Do NOT submit a new purchase request for an existing software license.

- UW-IT can transfer a license from one user to another. Send an email to help@uw.edu, and in the email's subject line, add "Software License Transfer." Please provide both user's full name and UW NetID, and UW-IT will transfer the license.
- Note that certain software programs have specific cut-off dates for stopping automatic license renewals. More information can be found here.

Select any specific software application on the UWare page to see pricing and eligibility information.

Conference Room (GUG 415L) Use

The GUG 415L conference room's primary use is for departmental meetings (e.g. faculty meetings, general or PhD exams, subfield meetings).

- The conference room must be reserved at least one week prior to the meeting. Please use your @uw.edu address (not personal email addresses).
- Recurring meetings may be scheduled for an entire quarter but the reservation must be renewed each quarter (i.e., recurring reservations cannot be scheduled indefinitely).
- Rules for non-primary Department of LING activity use:
    - The conference room may be used for non-primary Department of LING activity such as make-up tests for LING classes or study groups with the understanding that such non-primary activities may be canceled in order to accommodate primary use activity.
    - Non-primary activity may not be scheduled more than one week in advance and the reservation should include a contact person.
- If you need space for Department of LING activity and the conference room is not available, please reach out to linguw@uw.edu for assistance.
- Classes may not be scheduled in the conference room.
- Please no food or open drinks in the conference room.

Keys and keycards

The Program Coordinator is in charge of the department keys. You will be given a key to your

office space as well as a key for the main office. Please take good care of the keys. Report any lost University keys to the Administrator immediately. Departments are required to report lost keys to the Building Coordinator for Guggenheim. If lost keys are not found, the Department is responsible for rekeying the office doors and providing new keys to the office users.

UW building access is controlled through the Campus Automated Access Management System (CAAMS) as well as individual locks, keys and access cards. You need an active Husky card to use it as a keycard for Guggenheim Hall (and other campus buildings). The Program Coordinator can help you with any access issues. You will need to be separately set up to access the 4th floor spaces. If you have visitors or need temporary keycard access for some other reason, please contact the Program Coordinator.

Lab keys are managed by each lab director. If you need a pin code for the Sociolinguistics lab, please contact Zach Phelps.

Equipment

The Program Coordinator oversees the equipment within our department. Please reach out to the Program Coordinator if you need an adapter, extra monitor or anything like that. If we already don't have the item you need, you can request it to be purchased.

The Department has two meeting Owls for hybrid meetings. The Owl should be reserved through Google Calendar (see below). Once you have reserved it and are ready to use it, you can pick it up from the main office. They are in a big black case in the filing cabinet drawers behind the front desk (underneath the mailboxes). Please return the Owl to the office as soon as you are done and make sure all the cords are in the bag as well.

If you want to use an Owl for a meeting, please use the "Owl reservation" Google calendar to reserve one:

https://calendar.google.com/calendar/u/4?cid=Y18yN2Q3YmJkYjA1ZGE0ODdlYTJiNGYyZmNiOTQ0ZjhmYmM2MzE0YmM5NGQzZDQyZGQ3MDI2M2E1MWRmNThiZTI1QGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20

Since we have two Owl devices, it is possible for there to be up to two overlapping reservations for the Owl at a time.

If one Owl is already in use and you are reserving the second Owl, please note that in your reservation so others can easily see that both Owls are in use. For example, that could look something like:

"LING450-Wassink-**OWL 2"**

All faculty should be able to update the Owl reservation calendar. Some grad students may also have access.

If you have any questions, please contact the Program Coordinator.

The Department also has two Catchboxes for hybrid classes. If you would like to use one, please reserve it through Google Calendar. Once you have reserved it and are ready to use it, you can pick it up from the main office. Again, please return it promptly and make sure all the original cables are returned too.

If you are taking equipment home, such as a departmental laptop, please fill out the Home Equipment Form and return it to the Program Coordinator. If you need new equipment that is pertaining to Labs, please contact Zach Phelps.

Funding Approvals

If you need anything to perform your job, such as equipment, subscriptions, lodging for travel, etc., that's not already provided for you, please submit the departmental funding approval form to get the purchasing process started. As of September 2025, transactions for sponsored research activities which has been approved via an eGC1 process no longer needs the Chair's additional approval. PIs must make sure that spending aligns with their budgeted activities and that sufficient funds remain in the budget.

Please read the instructions on the webpage for funding approvals (for faculty) or here (for graduate students). Once the admin team receives the request from you, someone from the admin team will be in touch with you for questions or to let you know that the order has been

placed. We will try to make purchases on your behalf rather than reimburse you if at all possible.

Faculty members may choose to use their funds for another person, such as graduate student conference travel, but the professor should still submit the initial approval request. If you do have dedicated staff for your lab or your grant, for example, they may submit on your behalf. If you are a lab manager and work with Zach Phelps, please reach out to him for lab-related computing and equipment purchases.

Funding for faculty

The department supports faculty members' work by providing financial support for research and travel. Some faculty members also have individual start-up funds or have funds for their labs. Faculty in the CLMS program have access to CLMS funds. To receive funding approval from the Chair, please read this webpage and submit the form linked in the top paragraph.

Research and travel funds for faculty

Each faculty member is eligible to receive funding for research and travel. Awards are based on availability of funds and pre-approval is needed. Starting fiscal year 2024 (academic year 2023-24), research and travel funding will be allocated in a three-year cycle. For the period of July 2023 – June 2026, each faculty member is eligible to use $6,000 for research and travel-related expenses. Additional to the departmental research and travel funds, designated CLMS faculty have an annual amount of $6,000 for research and travel.

Lab funds

The Department has several labs, some of which receive annual support for necessary updates and associated expenses. Currently, both the Sociolinguistics Lab and the Phonetics Lab are eligible for $4,000 in the period of July-June. Unused funds do not carry over to the following year. Lab funds should be used to build research-related infrastructure. Other labs receive

funding from the respective director's start-up funds. If you foresee a need to set up a new lab fund, please contact the Chair.

Start-up funds

Upon hiring, new faculty may receive start-up funds. The amounts vary and are made available for a specified time period. Please review your contract offer for the amount and the use conditions. Like other internal funding, you should seek approval to access your start-up funds. In general, start-up funds can be used for developing the faculty member's research, such as equipment purchases, salaries, and team building. Please contact the administrator if you have any questions about your start-up funds.

Research Cost Recovery (RCR) Funds

Research Cost Recovery (RCR) is the allocation of funds generated by indirect costs from grants and contracts. Funds are distributed to the College of Arts and Sciences from the central business office, which then redistributes them to the departments.

The amount the department receives is based on annual indirect cost expenditures (Facilities & Administrative costs, F&A) of its grants from April 1 through March 31 of the previous year. The RCR return formula is set at 12.5% on the first $100K of F&A expenditures, then increases linearly from 12.5% to 25% between $100K and $500K, remaining fixed at 25% above $500K.

Across the College, the funds should be used to support research at the discretion of the department Chair. Approximately 65% of the College's RCR funds are being distributed directly to departments. The remaining balance is reserved by the College for research infrastructure and to support a range of research needs, strategic investments, and other commitments to Principal Investigators and units. The department collects 100% of the RCR on all grants and uses it to support research infrastructure in the department as a whole.

Funding for graduate students

Departmental research and travel funds

The department supports conference travel and research for General Linguistics PhD students admitted in September 2024 or earlier up to $1,000 during their time in the Department. To request funding, please submit a request via the Approval Request Form well ahead of time for your intended travel/other need. Approved expenses include transportation, lodging expenses, meal per diem, conference registration fees, and payments to research participants and must meet any UW travel policy or Human Subjects Division stipulations. Students must be presenting at the conference to be eligible. Awards are based on the availability of funds.

Other UW funding for graduate student travel and research

Please see Funding Graduate Student Research and Travel | Department of Linguistics | University of Washington for additional resources. Graduate School funding must be applied for before departmental funds if the student is eligible. CLMS students, as well as PhD students, can apply for Graduate School and GPSS conference travel funding. Support for late requests isn't guaranteed. Please coordinate applications with the administrator as needed.

Traveling

The departmental preference is to book travel through Tangerine Travel and pay for it on the departmental credit card. Once you submit the funding approval request form and your request is approved, the admin staff will share details with you for how to book your travel. You may also book your own travel and be reimbursed. Please be advised that reimbursements may take a while to be processed and that you should submit your receipts promptly. If your receipts are in a foreign language, please submit them with an English translation. For you to be reimbursed, your own travel arrangements and documentation must meet any UW travel policy stipulations. You will receive information on those with your funding approval. The most important things to keep in mind is to travel in economy class, submit the Global Travel approval for international travel, and to retain all receipts.

Disability Accommodations and Resources

The UW Disability Services Office provides services to students and personnel with disabilities and advises departments on issues around accommodations. They can help with assistive equipment, classroom accommodations, real-time captioning, and general support mitigating barriers to access throughout the university. Please see their webpage for further information: Disability Services Office (DSO) - Disability Services Office (uw.edu)

Students can contact Disability Resources for Students (DRS) to request course accommodations: https://depts.washington.edu/uwdrs/

Booking an ASL interpreter

The Administrator will manage ASL interpreter bookings for departmental events. If you have other events or activities where you'd like to provide interpretation, please have the expense approved and next, submit a request through this form least a month in advance: Event Request for CART or ASL .

Textbooks

Each faculty member will order the textbooks for their courses. Orders can be place through this link, and each instructor of record, should also receive an email from the U Bookstore to submit their order.

Faculty (ubookstore.com)

Order submission deadlines are:

Due Dates	
Quarter	Deadline
Spring	Jan. 25
Summer	Apr. 25
Autumn	May 25
Winter	Oct. 25

Feedback Form

The Department maintains an anonymous feedback form for faculty, staff and graduate students to share their comments regarding Department issues. You can access the form here.

Committees

The department maintains standing committees in Admissions (General Linguistics and CLMS), Budget, Course Scheduling, Colloquium, Hiring, Undergrad Curriculum, ASL Curriculum, Diversity, Open House, Milestones, ASL BA Exploration as well as for the Graduate Student Excellence and Linguistics Fund Awards. If you have questions about committee work or membership, please contact the Chair.

Office Supplies

Office supplies can be found in office 414 metal cabinets. If you need something bought, please go to the URL and submit an approval form https://linguistics.washington.edu/funding-approvals

Supplies in our metal cabinets consist of:

- Batteries
- Notepads
- Paper clips
- Expo Markers
- Tape
- Staples

After submitting the form, it will go to Richard and the Administrator for approval. The Program Coordinator will then purchase the office supplies after they have been approved. Dead batteries can be handed over to the Program Coordinator. The Program Coordinator will then take the batteries to CSE Building and dispose of them in the electronics bin.

Further information about recycling and responsible disposal of various items can be found here.

Department Calendar

The department has two types of calendars:

1) the Departmental Google calendars and
2) the UW Trumba calendar

Google Calendars

Google calendars can be updated by any faculty member who has been given access.

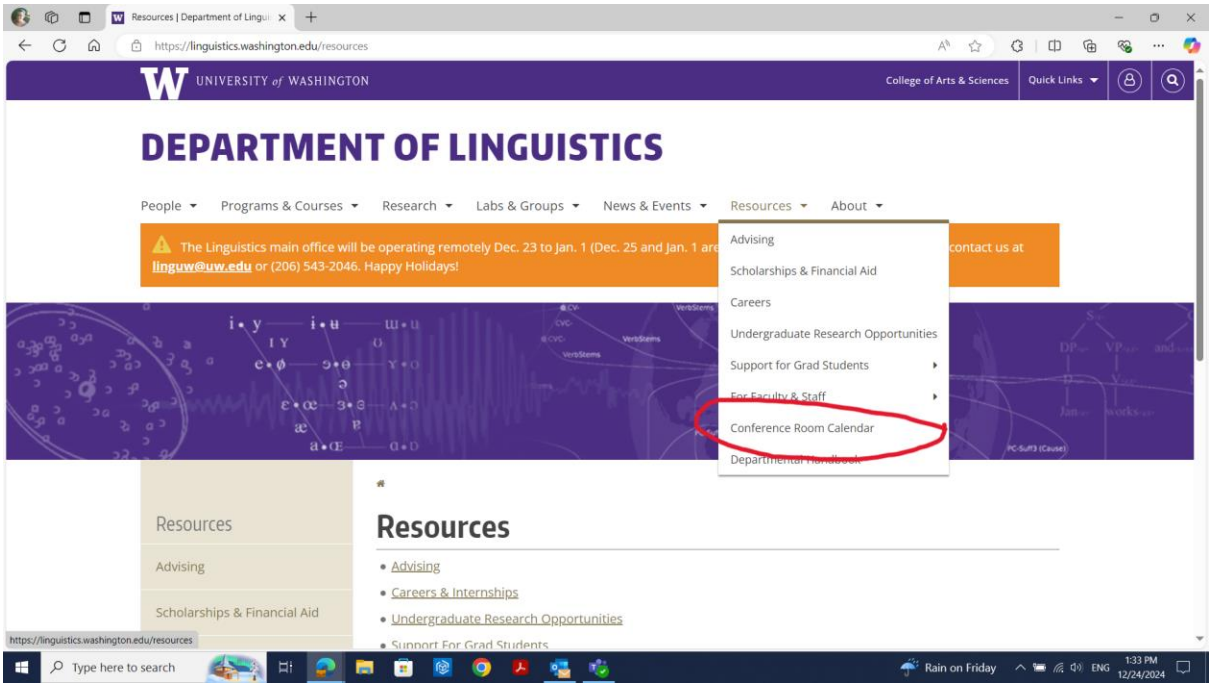
They include:

- Linguistics Department Event Calendar (*Different than the Trumba public events calendar: all events can be listed on the google calendar regardless of audience)
- GUG 415L Lounge Reservation Calendar

- Colloquia Calendar
- OWL Reservation Calendar

- Catchbox Reservation Calendar

In addition to the links above, you can access these calendars via the Resource tab on the home page.



To be given editing access or if you have questions, please contact the Program Coordinator at linguw@uw.edu.

Some of these calendars are also available to view by the public on the website under the "Labs & Groups" tab > "Lab & Group Events" link:

https://linguistics.washington.edu/departmental-lab-and-group-events

Trumba Calendar
Departmental events that are open to the public (such as colloquia) are listed on the departmental Trumba calendar, viewable on the front page of the Linguistics website: https://linguistics.washington.edu/

Right now, only the Program Coordinator can add events to the Trumba, so if you would like to

request an event be added, please email linguw@uw.edu.

Adding events to the Trumba calendar can help increase exposure and public awareness of events, as the UW can more easily share them with other departments, etc.

RICOH Printer, Copier, Scanner

The RICOH printer is located in room 415. All department devices are connected to the printer. Please print in black ink as much as possible if you don't absolutely need color printouts. Please use the printer wisely and only for departmental business purposes. Departmental business is defined as teaching and research (for faculty, staff and academic student employees) in addition to departmental announcements etc. Please also try to limit large print jobs - if you are getting ready to print out hundreds of pages, ask yourself if it's really necessary.

If you need help with printer settings, please message cas-ithelp@uw.edu If you're a Mac user, try updating your printer settings by following the instructions in Update Printer Setting to Print Double-sided and B&W.

Everyone can also use the RICOH scan function to scan items. You can scan paper through the top feeder and send them to your UW email. All current faculty, staff and general linguistics graduate students should be set up to do this. If you are not, please contact the Program Coordinator. It's also possible to scan journals, books etc.

Please contact the Program Coordinator if there are issues with the RICOH printer or if you need help using it. Printer paper can be found on the left side of the refrigerator labeled Printing Paper. It is located in the bottom drawer.

Phones

Most offices are equipped with a landline telephone. To make a call to another UW number,

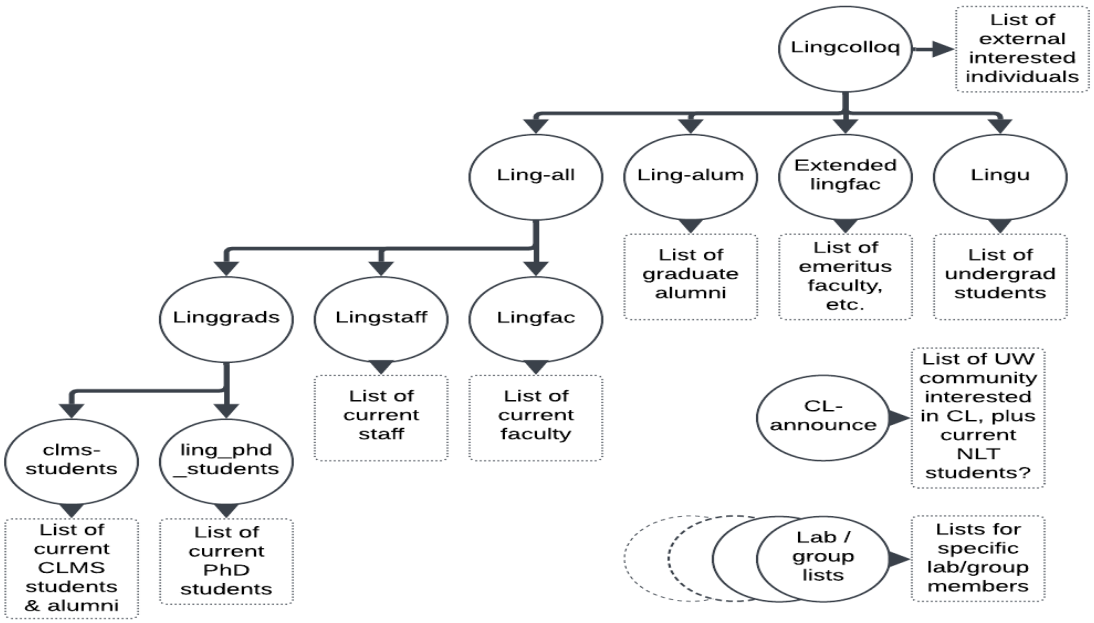
dial the last 4 digits of the full phone number (e.g. for the main office (206-543-2046), simply dial 2046). To make a call to an outside number, dial 9 and then the full phone number, including area code.

For more detailed information about phone operation, please visit https://itconnect.uw.edu/connect/phones/service/.

Mailman Email Lists

The department uses several "Mailman" email lists that make it easier to message large groups of people with similar roles. As of January 2025, these lists feed into each other in a hierarchy to help make them easier to use and maintain. Contact the Graduate Program Manager at phoneme@uw.edu to:

- Ask questions
- Join a mailing list other than **ling-all** or **linggrads** (join their downstream lists instead)
- Leave a mailing list
- Gain posting privileges on any of the lists



When deciding which list to send to, remember that lists will automatically send to every downstream list below it in the hierarchy, and that those lists will also send to their downstream lists.

Examples:

- If you have an announcement that you want everyone interested in linguistics inside or outside the department to know, you can just email lingcolloq@uw.edu.
- If you want to reach out to all current and former students, you can send an email to both linggrads@uw.edu and ling-alum@uw.edu.
- You do **not** have to email all three of ling-all@uw.edu, linggrads@uw.edu, and ling_phd_students@uw.edu with an announcement, and you can instead just send it to ling-all@uw.edu, because the other two lists are already included with it.

Mailing list hierarchy:

- CL-announce@uw.edu and **lab/group mailing lists** exist separately from the rest of the list hierarchy. Their members are either an external audience interested in computational linguistics (for CL-announce) or already on one of the lists in the hierarchy (for lab/group lists).
- Lingcolloq@uw.edu is for sending out information about colloquium and other public linguistics events and announcements (publications, etc.). It is the broadest in scope but lowest in specificity / information privilege. It sends to external individuals interested in general linguistics announcements, and also to the following internal lists.
    - Lingu@uw.edu is the list of undergraduate linguistics majors.
    - Extendedlingfac@uw.edu is the list of emeritus and other faculty not currently working at the UW Department of Linguistics.
    - Ling-alum@uw.edu is a new list (as of January 2025) of both Linguistics PhD and CLMS alumni, updated quarterly. This is a way to target alumni with specific information and invitations without flooding current students' inboxes (and vice-versa).
    - Ling-all@uw.edu is a new list (as of January 2025) that sends to the following:
        - Lingfac@uw.edu is a list of current permanent faculty and a small number of other faculty, updated quarterly.
        - Lingstaff@uw.edu is a list of current administrative staff and their supervisors.
        - Linggrads@uw.edu is a list that formerly contained many kinds of

recipients. As of January 2025, those recipients have been split off into other lists, and this list now sends only to our two graduate programs:

- Ling_phd_students@uw.edu is a list of current Linguistics PhD students.
- CLMS-students@uw.edu is a list of current CLMS students, as well as CLMS alumni who can use this list to connect with each other.

Book Publication Roundup

Did you publish a book? Please submit it for the UW Book Roundup using this form.

Honors and Awards Roundup

Submit your honors or awards for UW News Roundup using this form. For any questions, please email Lauren Kirschman at lkirsc@uw.edu.

Regular Meetings and Reports

Faculty Meetings

Faculty meetings are official department meetings where faculty members, staff, lecturers, and graduate students are informed about issues related to department functions. The voting faculty also vote on department business and policy.

The meetings are required for faculty members. All are encouraged to attend faculty meetings. We welcome your opinions and input. Faculty meetings are typically held in the 4th floor conference room and over Zoom. Please see the departmental calendar for dates and times. You are asked to keep that time free in your calendar.

Graduate Student Annual Reports

Towards the end of Spring, we ask PhD students to submit reports on their academic progress toward their degree. We use Google forms for this purpose, and the information requested includes their cumulative GPA, on-leave records, the courses so far taken, whether their PhD committee has been formed, whether they satisfied the external funding requirement, etc.

See the following link for milestone requirements: https://linguistics.washington.edu/graduate-milestones

It's a good idea to collect materials for your report throughout the calendar year. Make sure to keep a copy of scholarship and award letters as you receive them. Amend your CV with this info on a regular basis.

ASEs NB! Please note that, as described in the milestones page, it's the student's responsibility to notify the administrator about the passed GP1 exam so that their monthly base rate can be adjusted to reflect the increase in the payrate. It is in the student's and the department's best interest to have the change take effect immediately upon approval of the exam.

Information for Visitors and New Personnel

Visitor Services

Here you can find important visitor information such as campus maps, university-wide directories, and events calendars. See more here: https://www.washington.edu/visit/

Husky Card Services

The Husky Card is your official UW ID. It can also function as your transit pass on Seattle Metro and Sound Transit public transportation because it contains a U Pass, which is provided free of

charge to all faculty and students as of 2022 (see Transportation Services). Visit the Husky Card Account Office during your first few days on campus to get your Husky Card and U Pass. The Husky Card office is located at the basement level of Odegaard near the By George Café. Here is the website for their office https://hfs.uw.edu/Husky-Card-Services

Transportation Services

For information ranging from parking passes to subsidized public transportation benefits loaded right onto your Husky Card (U-PASS), visit Transportation Services. Employees are responsible for making their transportation arrangements and for all associated costs. If you have any questions please email them at ucommute@uw.edu. See more here: https://transportation.uw.edu/

Resources for International Scholars

The Office of Academic Personnel has compiled resources for international scholars, including tax and visa information. See more here: https://ap.washington.edu/ahr/visas/scholar-resources/.

UW Daily, UW Today, and UW Insider

UW produces a number of periodicals for students, faculty, and staff. The UW Daily (https://www.dailyuw.com/) is a student produced newspaper, mostly directed towards other students. UW Today (https://www.washington.edu/news/) is directed towards faculty and staff and focuses on external facing news. UW Insider (https://www.washington.edu/facultystaff/uw-insider-archive-new/) is directed towards faculty and staff regarding their employment experience.

Banking

There are many banking options in the University District. A US Bank branch is located on campus in the HUB. Within walking distance, there are also Bank of America, Chase Bank, Wells Fargo, Key Bank, BECU, and WSECU.

Housing

Housing in Seattle can be more expensive than expected. Websites such as https://apartments.com, https://zillow.com, and https://craigslist.org are good resources to help narrow your search. Contact the main office if you are having trouble finding reasonable accommodations.

For information about on campus housing, visit the UW Housing &Food Services website: https://hfs.uw.edu/Home

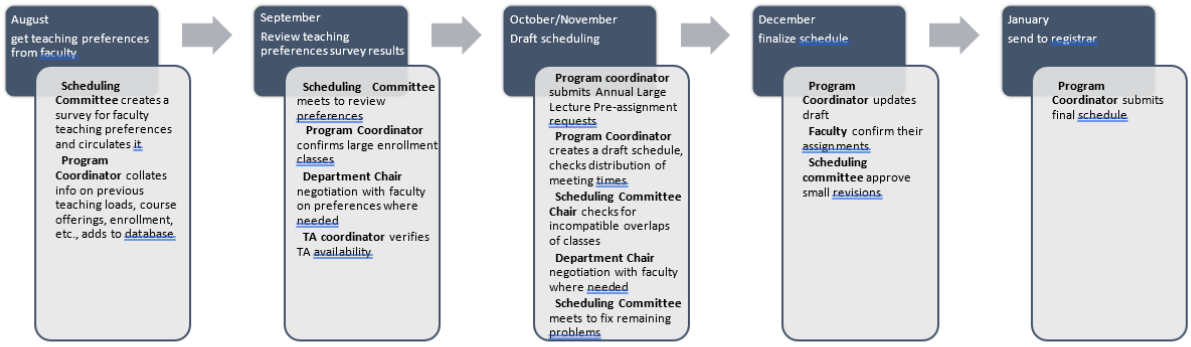
Teaching Resources

LING course scheduling workflow

(revised November 2023)

Time schedule production calendar: https://registrar.washington.edu/classrooms/

Note: scheduling of large classes for entire academic year occurs in September/October (a separate deadline from other classes)



Note choke point courses: 461, 450, 451 shouldn't be scheduled at the same time because they are required for majors

Policies:

- Only scheduling committee members can revise the teaching schedule
- TA assignments are determined by the Chair in conjunction with the TA coordinator
- Changing enrollment for any course must be approved by the Chair (e.g., changing enrollment may affect TA assignments)
- Faculty should teach only one low enrollment course (i.e., fewer than 20 students) per academic year unless it is a required course

LING course scheduling process

(revised November 2023)

This document is intended to describe the Department process for scheduling LING classes carried out by the Course Scheduling Committee (SC). Course scheduling committee 2023-2024: Richard, Fei, Betsy

August

- The SC creates and circulates a survey to obtain the teaching preferences from all faculty.
- The ASL faculty create their own schedule for ASL courses and submit it to the Chair.
- The Program Coordinator collates info on previous teaching loads, course offerings, enrollment, etc., adds it to our teaching database

Note that faculty **course meeting time preferences** will be honored to the extent that it is possible given the UW Registrar's classroom assignment policies, in particular:

1. The standard instructional day is defined as 8:30 am to 6:20 pm.
2. Classes must be evenly distributed across the instructional day. Scheduling units are allowed no more than 10% of their classes to meet at any given time per week.

3. Class meeting times have pre-set days/times for meetings prior to 2:30pm. This is referred to as 'Block' scheduling:
    a. Blocks for 50-minute meetings ("hour-long classes") must have starting times of 8:30, 9:30, 10:30, 11:30, 12:30 or 1:30, and meet at the same starting time throughout the week.
    b. Blocks for 80-minute meetings ("90-minute classes") have starting times of 8:30, 10:00, 11:30, 1:00, and meet at the same starting time throughout the week.
    c. Blocks for 110-minute meetings ("two-hour classes") have starting times of 8:30, 10:30, 12:30, or 1:30, and meet at the same starting time throughout the week.

For more info on this see https://registrar.washington.edu/classrooms/learning-spaces-faq/

September

- SC reviews teaching preferences survey results
- Department Chair negotiates with faculty on preferences where needed
- TA coordinator verifies TA availability
- Program Coordinator confirms Large Lecture courses

October

- Program coordinator submits Annual Large Lecture Pre-assignment requests (a separate deadline from other classes)
- Program Coordinator drafts schedule using input from survey (after SC review) and Fei's magic tool
- SC checks draft schedule for distribution of course meeting times
    - e.g., incompatible overlaps of classes like choke point courses: 461, 450, 451 that shouldn't be scheduled at the same time because they are required for majors
- Department Chair negotiates with faculty where needed

November

- SC circulates draft schedule for faculty to confirm their assignments
- SC meets to fix any outstanding issues with the draft schedule

- Program Coordinator updates and finalizes draft schedule

January

- Program Coordinator submits final schedule to registrar before Time schedule production calendar closes in late January (https://registrar.washington.edu/classrooms/)
- Once this is submitted to the registrar, changing it is very difficult

In order for the scheduling process to be carried out efficiently and accurately, the Department has **a few policies** everyone should keep in mind:

- Only scheduling committee members can revise the teaching schedule
- All LING 580 classes begin at 3:30pm
- Faculty should teach only one low enrollment elective course (i.e., fewer than 20 students) per academic year. This enables the Department to offer all required courses and maintain robust course enrollment
  - Changing enrollment for any course must be approved by the Chair (because changing enrollment may affect TA assignments)
- TA assignments are determined by the Chair in conjunction with the TA coordinator

Course Load

Linguistics has a nominal 5-course teaching load for tenure track faculty and 9 courses for teaching faculty. Of the 5 course load, only one can be a small course (fewer than 20 students) or seminar. The exception is when the small course is a requirement for the PhD program (but not subfield requirements). The 5-course teaching load may be reduced by 1 course to compensate for a service or role in the department or university. Departmental roles include running one of the department's labs as a resource (labs which qualify are currently: Language Processing and Development, Neuroplasticity & Language, Phonetics, Sociolinguistics), acting as one of the two GPCs, being Associate Chair, being the TA Coordinator, and running the LURAP

program. External appointments can also reduce the load. Except when the teaching reduction is compensated for, the load cannot go below 4 courses.

Course Buyout

To initiate a course buyout, the faculty member approaches the chair for approval. The chair considers a variety of factors in deciding about buyouts including, but not limited to, frequency of past buyout approvals, teaching needs of the department, source of buyout funding, and departmental budgetary considerations. Not more than one course per year may bought out.

The choice of which course is bought out is determined by the chair (who may approach the course scheduling committee for help). Initiating a buyout should happen as far ahead as possible, preferably in the previous year before the course schedule has been finalized. Our department policy is that each course buyout is 15% of the faculty's annual salary and benefits. The buyout costs are the responsibility of the faculty member buying the course out.

Add Codes and Instructor Codes

Add Codes are generated by the Program Coordinator every quarter. If faculty needs an add code please contact the Program Coordinator. The Program Coordinator will then email the codes to the faculty member that needs the add codes.

Instructor Codes If an undergraduate student requires an Instructor Code to sign up for an Independent Study course (LING 499), please direct them to the HAS Center and the HAS Center will register the student for the Independent Study course. The Graduate Program Manager registers PhD students for LING 600A-800A (independent study and thesis or dissertation credits) and can provide instructor codes for CLMS students for LING 600B-700B (project/internship and thesis credits).

When providing an instructor code, it is best practice to also provide the SLN for the section the student will register for. This helps ensure that students are registering for the correct section. Section A on the state schedule is for PhD students, and section B on the PCE schedule is for CLMS students.

Access students and other non-matriculated student enrollment

The department follows the general UW guidance on non-degree seeking students' enrollment. Please see this webpage (with further links) for more information:

Tentative Course Schedules | Department of Linguistics | University of Washington

LURAP

Please see this page for information about the Linguistics Undergraduate Research Apprenticeship Program (LURAP). Furthermore,

- Students participating in LURAP will enroll in LING 499B units
- LING 499B units will be graded on a CR/NC basis
- A maximum of 10 LING 499 (A or B) units may be used toward degree requirements, of which a maximum of 6 may be LURAP 499B units

Course Evaluations / IASystem

Instructors are required to have student evaluations for each course they teach. Creating an evaluation for independent study courses is optional. All instructors receive an email with instructions on setting up course evaluations each quarter. Follow those instructions to set up your course evaluations.

If you need help setting them up, email the Program Coordinator the following details:

1. Course name and number(s)
2. What type of evaluation you want (midterm, end-of-term, or both)
3. Open date and close date of the evaluation(s)
4. Please indicate the type of evaluation. Here are samples of the forms available: https://www.washington.edu/assessment/course-evaluations/forms/

Please note that only those instructors who are listed on the time schedule as instructors can set up and receive evaluations through the IAS system. This applies both to faculty and to graduate student Academic Student Employees (ASEs). In other words, **if a graduate student is not listed on the time schedule as an instructor of a course or section, they are not able to**

get an IAS evaluation because first and foremost, the IAS evaluations are instructional assessments**.**

This means that some ASEs do not get an IAS evaluation. These ASEs and their faculty supervisors need to arrange for other ways of receiving feedback. If you're an ASE involved in instruction in some other ways (grader with office hours, CLMS TA with no quiz section), an RA or an SA, or a faculty supervisor to one, then it's up to you two to decide on a method of evaluation/feedback. If you'd like, you can save and modify this MS Forms template. It was created in an effort to elicit feedback from students. You can duplicate it for your own use if you'd like. Any non-IAS evaluations will be managed by and distributed by instructors, not by the main office staff. Please contact the Administrator and the Program Coordinator about this if you have any questions.

Center for Teaching and Learning (CTL)

The Center for Teaching and Learning provides teaching support and promotes student learning by strengthening UW teaching. See more here: https://teaching.washington.edu/

Time Schedule / Curriculum Planning

Program Coordinator: The Program Coordinator works in conjunction with the Scheduling Committee creating and scheduling the Academic year. Any changes to teaching assignments or to when a class is going to be taught must be addressed to the scheduling committee who will then coordinate with the Program Coordinator.

It is the Program Coordinator's responsibility to make sure courses are submitted timely according to the Time Scheduling office. Furthermore, the Program Coordinator will also deal with any issues in regard to rooms, times, or adjusting enrollments.

Course Modalities

Synchronous UW courses can be taught either in-person or online through applications such as Zoom. To include an online section in your course, please make sure that the course is distance learning approved. If you want to set your course up as distance learning, please contact the Chair and the Graduate Program Manager to initiate the change request process. The Department also has one asynchronous course, LING 234 Language and Diversity.

Registration Management

To help ensure that CLMS students have space in their required courses, that non-linguistics students meet the prerequisites, and that students are registered for the correct sections, the following practices are followed:

- Add or instructor codes may be used to directly control who registers for a course. LING 600, 700, and 800 always require instructor codes, and instructors may request for their course to require add codes. Read **Add Codes and Instructor Codes** for more information.
- CLMS courses (473, 550, 566, 567, 570, 571, 572, 573, 575, and any "for CLMS students" sections on the state schedule have the "LING majors only" restriction applied to all sections. There is also a note on these sections that says "Other students, contact phoneme@uw.edu for assistance." This ensures that students from other graduate programs reach out to verify there is space and that they meet the prerequisites before joining.

Advising

For PhD students, curricular advising is done mainly by the GPCs. The Graduate Program Manager provides support for registration issues. For CLMS students, faculty provides the best advice for course planning; the Graduate Program Manager helps with registration issues including add codes and information about current and future quarterly course schedules. The Linguistics website has an FAQ for PhD students that has answers to common questions. For more detailed questions, refer students to the Graduate Program Coordinators, Graduate Program Manager, or during the summer quarter in particular, to Humanities Advising Services (https://hasc.washington.edu/advising).

Grading

The UW uses a Standard Grading System. Grades range from 0.7 to 4.0. For more information about the Standard Grading System, please review the following UW page:

https://www.washington.edu/students/gencat/front/Grading_Sys.html

It may be helpful to assess your grades in comparison to other department courses or courses in other humanities or College of Arts & Sciences departments. You may view UW grading

data at:

https://uwgrades.com/

Grades must be uploaded via GradePage on the Tuesday following the last day of finals week at 5PM. You may access GradePage here. You may also log in to GradePage via your MyUW page.

If you make an error in your grade calculation or need to submit a late grade, you may enter a grade correction by submitting a Grade Change Request. Access this tool here.

A simple and secure way to record, calculate and submit grades is the Canvas Gradebook. There are easily available tutorials for the gradebook and for Canvas through UW IT, as well as telephone support and workshops.

https://itconnect.uw.edu/tools-services-support/teaching-learning/canvas/canvas-help-for-

instructors/

Faculty are strongly encouraged to use Canvas for grading.

Grade Grievances

UW Policy: https://grad.uw.edu/policies/3-8-academic-grievance-procedure/

UW Change of grades request: https://registrar.washington.edu/staffandfaculty/change-of-grade-faq/

A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred, shall first discuss the matter with the instructor before the end of the following academic quarter (not including Summer Quarter.)

If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department, or in a non-departmental college, to the dean, with a copy of the appeal also sent to the instructor. Within ten calendar days, the chair or dean consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the chair believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the chair (or the dean in a non-departmental school or college), with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department to evaluate the

performance of the student and assign a grade. This is the standing grievance committee. The dean and Provost should be informed of this action.

Once a student submits a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in a department or college file.

Records retention

As a state agency, the UW, each of its offices, and every employee has the legal responsibility to demonstrate the proper care and management of their records. This includes faculty members, academic student employees, and lecturers as well as staff. If anyone is doing University business, no matter their role, they need to manage their information. The UW's Records Retention office has prepared lots of materials for all personnel to help them stay compliant with retention rules and regulations.

For teaching personnel, please see this **Educator's Toolkit** and for general questions, please use this page with a handy search function where you can specify your record type to find out the rules concerning its retention.

The administrator is responsible for departmental records retention and maintaining electronic records for finance, faculty and staff, students, and administrative documents. Please reach out to the administrator if you have any records related questions.

Honoraria

Sometimes, it may be appropriate to invite a guest speaker to present in class. With prior approval in place, a guest lecturer may be eligible for an honorarium of $100. The faculty host must submit the approval request ahead of time, so that an invitation can be sent to the guest. Payment is not possible without an invitation justifying the honorarium. The individual receiving the honorarium MAY NOT be an employee of the UW (paid or unpaid).

HR Resources

Workday

The UW has many different types of academic and staff positions, which all have their own specificities when it comes to questions around HR. To learn about your benefits, time & absence, and pay & taxes, make sure to visit and familiarize yourself with Employee Workday Help website.

UW HR communicates with you via Workday. You can log into Workday through your MyUW portal or through the ISC website. In Workday, you can view any notifications that pertain to your position at the UW and you can take action on any process steps that are assigned to you by HR. These notifications are sent to your Workday inbox.

Notifications to your Workday inbox also get automatically rerouted to your UW email. These can be very important and time sensitive. Make sure to view these emails or log into your Workday account on a regular basis and check your inbox.

If you are new to Workday, or want a refresher, please review these Workday 101 videos that contain some helpful pointers for what to look for in Workday and how to use it.

Please make sure to update your personal information in Workday if there are any changes such as changes to your address, name or work authorization. You should review your Workday profile annually. Use this list to remind yourself of items to review:

Annual Workday Review Checklist

Payroll Essentials

The UW has a lagged payroll system and two paydays per month. Work performed from the 1st to the 15th of the month is paid on the 25th. Work performed from the 16th to the end of the month is paid on the 10th of the month. If a payday falls on a Saturday, pay will be distributed on Friday. If a payday falls on a Sunday, pay will be distributed on Monday.

You can review your payslip in Workday via the Pay worklet. View this page to learn about how to read your payslip.

UW encourages all employees to use Direct Deposit to receive their earnings. See this ICS page for instructions on how to have your paycheck electronically deposited to your bank account.

Many university faculty and staff appointments go on a hiatus for the summer months. This means that employees go on a leave of absence and are not working and that pay is

temporarily halted. If the person is returning to service in the fall, their pay resumes once they return. Benefits will continue over the summer hiatus and are paid out as a lump sum. Payment date depends on the length and timing of your hiatus (cyclical appointment for staff).

Please review this page for more information on academic personnel and summer hiatus.

Any payroll questions can be directed to the Administrator or directly to the ISC via ischelp@uw.edu

Required Employee Training

Husky Prevention and Response (Title IX), Violence Prevention and Response, Reporting Suspected Child Abuse and Asbestos Awareness Training are required for all UW Employees. These training courses must be completed if you are being considered for a promotion so be sure to check! Please make sure you complete all courses. You can access links and schedules via this website:

Required employee training - Total Talent Management (uw.edu)

Telework

Employee positions in the University of Washington can be telework-eligible based on operational needs and the duties and responsibilities of the positions as defined in the employee's position description. Departments are responsible for deciding which positions are telework-eligible and which aren't. Please see this page for further information on types of telework for those employees who are eligible.

Telework policies and agreements - Hybrid workHybrid work (uw.edu)

The standard working arrangement for the employees of Linguistics is to work onsite in Seattle. Telework is granted only in exceptional circumstances, with the approval of the Department Chair, and in line with UW policies. For ASEs, telework arrangements need to be included in their quarterly job description agreements, and approved by the supervising faculty member.

A teleworking employee's conditions of employment are the same as those of non-teleworking employees, including compliance with all policies and rules of the University and state while teleworking. There are further stipulations on out-of-state work which can be reviewed here: https://hr.uw.edu/hybridwork/telework-policies-and-agreements/remote-work-location-and-out-of-state-work-policy/

Policy Primer for Faculty

The Office of Academic Personnel has generated a policy primer to help guide faculty as they navigate key university policies. It covers policies and regulations; faculty appointments, promotion and tenure; shared governance between administration and faculty; faculty code, executive orders, and scholastic regulations.

You can find it at this link which also contains a downloadable pdf link: https://ap.washington.edu/ahr/policies/uw-faculty-policy-primer/

Leaves for Academic Personnel

There are several types leaves, all detailed here by UW HR. Please note that this guidance is for academic personnel only.

Departmental Guidelines – tenure, promotions and merit

The Department of Linguistics has developed guidance for application and decision making around the topics of tenure, promotion and merit. The following documents contain the latest guidelines. You will need to login with your UW NetID to access these.

Departmental Tenure Guidelines

Linguistics Written Policy on Faculty Merit Procedures and Criteria 2023

Graduate Faculty Designations

Please see the UW Graduate School's policy 4.1 about membership in the graduate faculty here. A departmental vote will be organized by the administrator who will also communicate the vote result to the Graduate School through My Grad.

Staff Overtime and Vacation Requests

Overtime hours may occasionally be needed to complete tasks and organize events during especially busy times. If you feel the need to work overtime, you must contact your supervisor for approval at least 2 days prior to requested overtime hours.

Employee must discuss vacation time off with their supervisor as soon as possible and submit the request through Workday. See UAW Academic Student Employees contract for Academic Student Employees' requests and the College of Arts and Sciences Staff Leave Policy for staff vacation request details.

Health & Safety Resources

It is important to us that your work environment supports your wellbeing. The department is ready to support you with any needs you have, with which the department can support you. A first step is to speak to the Department Administrator or Department Chair in person or email.

Building and Office Safety

Please be sure doors are locked when you leave. The Grad room in GUG 407 is always locked and will require CAAMS access in order to get in. The kitchen area GUG 415 is open during the working hours for student access to faculty offices. You should have access if you are Faculty, on payroll as a graduate student, or if you registered for the current/following quarter. If you do not have access please contact the Program Coordinator. Do not share keys, the building entry code, or let people who you don't know into the building after hours.

Be aware of your surroundings as you enter and exit the building. If you see a crime or feel

unsafe, call 911. For non-emergencies, call 206.685.UWPD (8973). If you encounter a mess or have an unwanted interaction with an individual on campus, please report via UWPD's online reporting tool. For more information please visit https://www.washington.edu/safety/ Please also let the Chair or the Administrator know about any safety concerns or issues.

Fire Safety and Prevention

Please make sure to check extension cords, power strips, and surge protectors in your office space as are the most common items that can cause fires if they are old, overloaded, or not being used properly. Please take a few moments to review this resource sheet from UW Environmental Health & Safety (EH&S).

Please look for additional resources, tips, and information that will be shared by EH&S, and visit their Fire Safety and Prevention website to learn more. If you need new power sttrips etc. Please request one through the approval form.

Stay informed and reach out!

Sign up for UW Alert text messages. UW Alerts are issued by the Crisis Communications teams at each campus in the event of an incident requiring your awareness and action — to remain in place, leave an area of campus or avoid an area. You may already receive UW Alerts via email, but please check your account to make sure you're receiving alerts via text message.

Don't hesitate to call for help. In the unlikely event that there is an incident in your classroom, lab, clinic or office area, call 911. A dispatcher will ask you questions and send law enforcement, firefighters and/or medics. If you're concerned about a student or colleague, but it's not an imminent threat, SafeCampus can talk through what you're observing and possible next steps. Additional information about emergency procedures can be found on the new UW Emergency Management website. Please inform the Chair or the Administrator of any unsafe situations you might encounter in or around the campus, our buildings and spaces.

Please review this resource page for Seattle campus safety resources and this page for

classroom emergency preparedness.

If you need to seek help for individuals who appear to be unhoused and struggling, you can call UWPD's non-emergency line, 206-685-8973. On the Seattle campus, we have a homeless outreach specialist who can connect with these individuals and be dispatched via the non-emergency number above. More information here.

Work-related Accidents

The UW tracks and investigates work-related accidents and incidents. If you do have an accident or injury at work, please report those to the Chair or the Administrator as soon as possible AND submit an incident report within 24 hours. You should use this online tool which requires a netID login.

First Aid

Each office space should have a first aid red backpack. It is a red backpack. If the First Aid is missing contents please reach out to the Program Coordinator.

Building Evacuation Plan for Guggenheim Hall

Linguistics/4th floor evacuation wardens are Program Coordinator and Administrator (alternate). If the emergency alarm sounds, the evacuation warden will scan the 4th floor hallways and press the switch in front of the ASL office to notify ASL Faculty of the alarm. Please treat every alarm as if it were real and exit the building promptly.

If there is an emergency:

- Sound the fire alarm if there is a big fire/call 911
- Evacuate the building using the nearest exit. Close doors as you go. DO NOT USE ELEVATORS!
- Go to the evacuation assembly point in the fountain area near the CSE Building and outside Guggenheim
- Do not leave the area/campus without reporting your status to the evacuation warden
- Do not re-enter the building until authorized to do so

Emergency Preparedness in the classrooms

During the first week of classes, provide your class with general information on emergency procedures. Be sure that you know how to report an emergency from the classroom being used. If an emergency occurs, your first step is to call 911. Make sure that persons with disabilities have the information they need. Take responsible charge of the classroom and follow emergency procedures. More information is available on this website: https://www.ehs.washington.edu/ .

The Emergency Procedures poster below shows other hazards as well. This poster is also hanging in the hallway near GUG 414, close to the stairs going down and near the elevator.

EMERGENCY PROCEDURES

UNIVERSITY OF WASHINGTON

Get information when you need it most!
Sign up for UW Alerts at https://www.washington.edu/safety/alert

EVACUATION INFORMATION

- Evacuate the building using the nearest unblocked exit.
- Do not use elevators!
- Secure hazardous materials or equipment before leaving.
- Take personal belongings (keys, purses, wallets, etc.)
- Follow directions given by evacuation wardens.
- Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and/or on building emergency evacuation signs.
- Assist persons with disabilities or special needs.
- Do not reenter the area unless authorized by emergency personnel.

STAY CONNECTED

In the event of an emergency, be sure to look for additional information and important updates at the UW Alert Blog, which can be found at https://emergency.uw.edu.

To learn more about local weather events that may increase the likelihood of emergencies, please visit https://www.washington.edu/uwem/current-campus-weather

UW Office of Emergency Management
www.washington.edu/uwem
January 2022

EARTHQUAKE

- Drop, Cover, Hold On! If possible, seek shelter under a table or desk or against an inside wall until the shaking stops. Avoid doorways.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or safe place.
- If the building has significant damage or seems structurally unsound, evacuate!
- Do not leave the area without reporting your status to your instructor, building coordinator or Fire/Floor Warden.
- Go to your nearest campus Mass Assembly Area for critical updates.

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- Evacuate the area.
- Do not enter building unless authorized by emergency personnel.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe place.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Tell emergency personnel if you have been exposed or have information about the release.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Turn off and unplug computers and other electronic equipement.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating. Avoid elevators even if emergency power is operating.
- If experiencing severe weather during an outage go to the lowest building floor possible, find an interior room, stay in the center of the room until it is safe to leave the area.
- For information about a prolonged outage, tune to radio stations KOMO 1000 AM, KOMO 97.7 FM, and/or call UW 206-897-INFO-(4636).

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb object. Try create some distance between yourself and the object.
- Call 9-1-1.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

Employee Assistance Program EAP

As of July 1, 2023, UW employees have access to a new benefit with the Washington State Employee Assistance Program (WA EAP)—a free health and well-being program that is just for Washington state employees. Please follow the link to see the services and how to access them.

College of Arts and Sciences Resource Page

https://artsci.washington.edu/about/resources/student-faculty-staff-support

NightRide

NightRide is a shuttle service that provides a safe and easy way for the campus community to get home at night. More information is available on this website:
http://www.washington.edu/facilities/transportation/uwshuttles/NightRide

Sexual Assault Resources

The University of Washington offers free advocacy and support for students and employees affected by sexual assault, relationship violence, domestic violence, stalking, sexual harassment and other related experiences. Advocacy is a safe and confidential starting point for University of Washington students and employees affected by these issues. Meeting with an advocate will not automatically trigger any kind of investigation by the University or the police. See more here: http://www.washington.edu/sexualassault/

Husky HelpLine for Students

Huskies, we all have moments when things get hard, frustrating, or overwhelming and we need to talk to someone. Perhaps you just broke up with someone, got a bad grade on an exam, going through some relationship or family trouble and needing someone to talk to. You are never alone and always have someone to help.

Husky HelpLine is available to support you with same-day access to a Licensed Mental Health Counselor.

Husky HelpLine *is supported through Telus (formally MySSP)* to give students access to same-day, confidential mental health and crisis intervention support, and in multiple languages.

There are several ways to connect:

- **Phone:** Call (206) 616-7777
- **Online chat:** Chat with a counselor on Telus website or on the Telus app (Apple App Store | Google Play)
- Download the Telus app (Apple App Store | Google Play) to have the full range of services at your fingertips any time.

LiveWell

LiveWell empowers students with the skills and knowledge to make informed decisions about their health and well-being while at UW and beyond. LiveWell uses both the expertise of professional staff and the passion of Peer Health Educators to provide evidenced-based health promotion, education, and prevention services. Find them at https://livewell.uw.edu.

Crisis Text Line

The Crisis Text Line is free and available 24/7 on WhatsApp, Facebook, or by text. Text HOME to 741741 or visit https://crisistextline.org.

SafeCampus

SafeCampus is a hotline available to any UW student if they feel concerned or unsafe about a person or situation. Their number is: 206-685-SAFE. In most situations, SafeCampus is the place to start! SafeCampus has Violence Prevention and Response specialists trained to take your call, connect you with resources, and put safety measures in place to reduce the chances of violence occurring. Since SafeCampus is available 24/7, and you will always reach someone who can address your concerns. If SafeCampus is not the right resource for you, they can connect you to UW and community resources that might be a better fit.

Hall Health Center

Hall Health Center is an outpatient clinic that provides health care to University of Washington students, alumni, faculty, and staff as well as the general community. UW **students** are eligible for a number of health services **at no further cost** as a part of the UW Services & Activities Fee (SAF). (Note that you are only eligible for these no-cost services during quarters that you are enrolled.)

Services covered as part of **graduate student** tuition and fees:

Medical care

- Unlimited medical advice from Consulting Nurses
- One subsidized visit per quarter, which covers the face-to-face time spent with a provider only. Insurance will be billed for this service, but you will not be responsible for any out-of-pocket costs.

Mental health & addiction

- No-cost appointments for mental health referrals and short-term support
- Drop-in care if you have a same-day mental health need
- Help quitting smoking or addressing substance use
- Access to light therapy room for Seasonal Affected Disorder

Safer sex & health insurance

- Free safer sex supplies are available through the Health Promotion office
- Assistance enrolling in & using health insurance

Hall Health bills health insurance for all services not listed above, and you are responsible for any costs not covered by your health insurance. If you need help obtaining or using health insurance, or finding low-cost health care, help is available (http://depts.washington.edu/hhpccweb/health-insurance- support/).

Faculty may use Hall Health, but will be billed for all services. For more information on Hall Health Center, please visit their website: https://wellbeing.uw.edu/unit/hall-health/

Emergency Aid for Students

Please visit this website to learn about emergency aid for students on the Seattle campus: Seattle | Emergency Aid (washington.edu).

Work-Life Balance

UW Recreation

UW Rec offers a number of opportunities for physical and mental wellness, including aquatics, a climbing center, golf range, intramural sports, mindfulness, yoga, meditation, a nutrition program, personal training, a massage clinic, and more. Visit https://washington.edu/ima for more info.

The Intramural Activities (IMA) Building is UW's premier fitness center nestled on the bank of Lake Washington. The IMA includes access to the Pavilion Pool, gyms, assorted courts, indoor track, climbing center, cardio and weight rooms and a variety of studio spaces. Memberships to the IMA are available on a quarter or annual basis for University of Washington students and employees. Rec Membership | Recreation (washington.edu) UW Employees are eligible for a free one-week trial at the IMA.

WholeU

The WholeU is your resource for community-building at the University. They offer information about discounts, events, healthy living, and more. See more here: https://thewholeu.uw.edu/

Registering for Classes as an Employee

Most UW faculty and staff are eligible to participate in the Tuition Exemption Program, which allows them to take up to 6 credits tuition-free. To sign up for a course, personnel must first also be enrolled as a student at UW. Please view https://registrar.washington.edu/registration/tuition-exemption/ for detailed information regarding the tuition exemption program and registering for classes.

Student Resources

PhD Exam Procedure
Follow this procedure for PhD students' general and final exams:

1. **Student** completes these steps:
    - Download and read the appropriate **pre-exam checklist**.
    - Coordinate with advisor and supervisory committee to complete the checklist and decide on a date and time.
    - Submit the exam request on **MyGrad** (under "Request Degree").
    - *Optional* – Can also submit master degree request at the same time to be conferred non-terminal M.A. or CLMS degree.
    - Contact the GPM at phoneme@uw.edu with the following:
        i. Completed pre-exam checklist
        ii. Full name as they want it displayed for the exam announcement
        iii. Date and start time of the exam (all exams are 2 hours)
        iv. Physical location of the exam (usually the GUG 415L conference room)
        v. Online video call link, if applicable
2. **GPM** completes these steps:
    - File pre-exam checklist in the departmental SharePoint.
    - Reserve GUG 415L conference room on the calendar.
    - Create public exam notification and post on Guggenheim bulletin board(s).
    - Send two announcements to ling-all@uw.edu. One is immediately and the other is a few business days before the exam takes place.
    - Download the CSF (Committee Signature Form) from MyGrad and send it to the supervisory committee a few business days before the exam takes place.
3. **Supervisory committee** completes these steps:
    - Coordinate with the student on the pre-exam checklist and deciding on a date and time.
    - Conduct the exam in compliance with the **Graduate School's exam policies**.
    - Sign the CSF (Committee Signature Form) and return it to the GPM at phoneme@uw.edu or their physical inbox in GUG 414.
4. **GPM** completes these steps:
    - File the signed CSF in the departmental SharePoint.

- Submit the exam decision on MyGrad.
- Remove publicly posted notices on Guggenheim bulletin boards.

Writing Consultations for Graduate Students

The Odegaard Writing and Research Center (OWRC) and the UW Libraries Research Commons partner to provide writing consultations that are specifically targeted for writers working on long-term projects.

Sessions are exclusively drop-in, and in consideration of the extended scope of the work, can last up to an hour and a half. This service is staffed by graduate tutors who offer writers support, feedback, thoughtful questions and casual, peer-to-peer conversation. See more here: http://www.lib.washington.edu/commons/services/writing.

Center for Speach and Debate

The Center for Speech and Debate offers a space for practicing speeches. Students need to sign up for a time on the website and then they can practice, record their speech, and receive feedback from a speaking tutor. See more here: UW Center for Speech & Debate

Foundation for International Understanding Through Students (FIUTS)

FIUTS connects university students through local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership. FIUTS programs create a community of International and American students, members of the local community, and alumni around the world. As a center of international culture that links campus with community, FIUTS delivers programs to a diverse range of constituents that promote cross-cultural understanding, global culture, and respect for diversity. See more here: http://www.fiuts.org/

International Student Services (ISS)

International Student Services (ISS) provides support to UW international students so that they may reach their educational goals. Advisers provide information for F-1 and J-1 visa holders, such as minimum enrollment requirements and exceptions, annual vacation quarter, and procedures for CPT/OPT participants. See more here: https://iss.washington.edu/

Disability Resources for Students (DRS)

The Disability Resources for Students (DRS) is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus who are enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs. DRS serves 2,000+ students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. Students partner with our office to establish services for their access and inclusion on campus. See more here: http://depts.washington.edu/uwdrs/

Student Taxes

Student Fiscal Services (SFS) handles many student tax issues, including scholarships, fellowships, and tuition reductions and exemptions. See more here: https://finance.uw.edu/sfs/tax.

For international students, see the ISS page on taxes here: https://iss.washington.edu/resources/campus-resources/money-matters/tax-information/

Veterans Education Benefits

Our office serves military veterans and their dependents during their time as students at the UW. The Veterans Education Benefits staff provides students with information about VA educational benefits, certifies GI Bill® benefits, and answers questions about financial aid. The Veterans Education Benefits office also has resources for students who need help making their academic pursuits as successful as possible. See more here: https://www.washington.edu/veterans/

Graduate and Professional Student Senate

The Graduate and Professional Student Senate (GPSS) is the official student government representing the 15,000 graduate and professional students at the University of Washington. GPSS exists to actively support and improve all aspects of graduate and professional student life. GPSS provides and advocates for the tools needed to enhance personal and professional development, and safeguards the interests of the students it represents. See more here: http://depts.washington.edu/gpss/home

Career and Internship Center

The Career & Internship Center (located in Mary Gates Hall) is proud to support the diverse career paths of graduate students at the University of Washington (including academic and non-academic careers). It's not just for undergraduates! We provide support in numerous ways, including:

- Workshops just for graduate students
- One-on-one career coaching through scheduled appointments
- Downloadable resources on topics ranging from academic CVs to networking at events
- Opportunities and events to connect with alumni and employers

In addition, they offer assistance to graduate students on topics like networking, job search, exploring career options, finding internships, creating a professional online presence, researching employers, and negotiating salary. Please see their website for many great resources and worksheets: https://careers.uw.edu/graduate-students/

Husky Career Closet

The Husky Career Closet provides free, gently used workplace attire for students in need of clothing for an interview, internship or job. Learn more about the Career Closet here: Husky Career Closet: Free, Gently-Used Workplace Attire – Career & Internship Center | University of Washington (uw.edu)

Simpson Center for the Humanities

Are you interested in possible alt-ac or public humanities careers? Want career development opportunities? One of the largest and most comprehensive humanities centers in the United States, the Simpson Center for the Humanities is known internationally for its initiatives in public scholarship and the digital humanities. It serves a broad-based academic research mission supporting four objectives:

- Cross disciplinary research and inquiry

- Initiatives in the humanities at the leading edge of change
- Innovative study at the graduate level
- Scholarship that reaches audiences beyond the academy

Alt-Ac ("Alternative Academic") Career Resources

These are free or partially free resources for graduate students interested in furthering their knowledge of and interest in alt-ac (non-traditional) career paths.

- ImaginePhD https://www.imaginephd.com/

  This is a free online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences. Humanities and social sciences PhD students and their mentors have long recognized the need for more resources to help bridge the knowledge gap between doctoral education and the realm of career possibilities. ImaginePhD is designed to meet this need by allowing users to:

  - Assess their career-related skills, interests, and values
  - Explore careers paths appropriate to their disciplines
  - Create self-defined goals
  - Map out next steps for career and professional development success

- VersatilePhD https://versatilephd.com/

  This is a web-based, woman-owned, socially positive business that helps universities provide graduate students with non-academic professional development and whose mission is to help graduate students and PhDs envision, prepare for, and excel in non-academic careers. Learn more at: https://versatilephd.com/

Colloquia

Colloquiums in our Department are arranged by the Colloquium Committee. Once colloquium dates are set, the LSUW students or the Program Coordinator will add it to the Events calendar on our department website. The Program Coordinator can help to order snacks for the colloquium events, as well as make potential travel arrangements for approved guests.

Funding Linguistics Graduate Students' Study

There are many ways to fund graduate study in the department. Most commonly, graduate students are employed as Academic Student Employees who receive a monthly salary and tuition waiver in exchange for the work they do.

Per the admission offer, Linguistics graduate students are expected to seek funding from non-departmental UW and outside grant and scholarship agencies. They can hold ASE positions in any UW department, such as language departments, Computer Science, Electrical & Computer Engineering, Speech and Hearing Sciences, etc. A student can turn down a TA offer from another department/source that they applied for, but in doing so they forgo that quarter of support and won't be financially supported in any other way by the department. They are self-funding that quarter. If a student turns down a TA (or other ASE) offer from the Linguistics Department, they forgo that quarter of support and are self-funded. Note that, like other sources of outside funding, a self-funded quarter still counts towards the 15 total quarters of support.

Some students self-fund their studies and some receive scholarships and fellowships that don't have an associated work obligation. In other words, they don't require work in exchange for funds. To find out about UW Graduate School and third-party fellowship opportunities (such as Foreign Language Area Study FLAS), please visit these pages:

List of Fellowships – UW Graduate School

Scholarships, Fellowships, & Grants - How to Search for Graduate School Funding - Library Guides at University of Washington Libraries (uw.edu)

Our department also offers fellowship opportunities, such as the Linguistics Excellence Award, which doesn't have an ASE position/work obligation associated with it. Fellowship announcements will be sent out to Linggrads email list annually.

The quarterly cost of graduate study is approximately $22,000 including tuition. For ASE salary tables and general information, please see here: Administering Assistantships – UW Graduate School – Faculty and Staff

Types of ASEs

There are several types of Academic Student Employee (ASE) positions in the university. Some are salaried and some are hourly. The salaried positions are Teaching Assistants (TA), Research Assistants (RA), Staff Assistant (SA), Predoctoral Instructor, and Predoctoral Lecturer. All ASE positions come with a work obligation and ASEs are covered by the UAW/UW Academic Student Employee union contract which defines quarterly workload, work location, leave policies, and many other contractual details. For more information, see here: UAW Academic Student Employees (ASEs) contract - Labor Relations (uw.edu)

Hourly ASE offers can also be made to graduate students as Reader, Grader, or Tutor.

Funding of ASE positions

Funding for ASE positions comes from multiple sources. Our main source of funding for graduate students comes from the College of Arts and Science (CAS). Every year we receive a fixed amount of ASE funding which is then allotted for several TAships based on departmental need. These funds come with a tuition waiver, as long as they are used for TAships, so there is no financial cost to the department.

In addition to the CAS funds, some students receive ASE awards, such as the “Top Scholar” recruiting award for new students. Top Scholar has an RA workload assigned to it and the number of quarters per student may vary. Those quarters must be used during the student’s first year and the funding must be matched by the department. Quarters are assigned based on departmental needs.

Additionally, in a typical year, several of our faculty have grants that support one or more quarters of ASEs. These positions are typically RA positions. The work assignment and hiring

criteria are defined in the grant application. All expenses, including tuition, are covered by the grant funds. RAs on grants are chosen by the faculty member holding the grant - the department doesn't have a role in this hiring decision.

On occasion, and in the absence of other funding, the department provides funding for students whom we have committed to supporting. When we support students who aren't CAS-funded TAs or grant-funded RAs, we are responsible for the tuition and fees in addition to the salary. Graduate student funding commitments are indicated in admission offer letters.

Making departmental ASE assignments

In making decisions about PhD student support, the department prioritizes TA positions because teaching is so important to the department - undergraduate tuition is its main source of our CAS funding and consideration for any departmental requests to CAS, such as professorial hiring and TA support.

June-July

- ASE offer letters are sent to students by June 1. Appointments are dependent upon satisfactory performance of duties and upon meeting all conditions of employment.
- The TA coordinator sends out a request to students for the classes that they will be taking in the upcoming year. We use this information together with requests from faculty for TAs with specific academic skills (for example sociolinguistics, phonetics, etc.) to come up with the best possible fit.
- The TA Coordinator also solicits grant-RA information from the faculty, and SA information from the Lab Directors.
- Once information has been received, the TA Coordinator and the Chair match graduate students to positions in a way that strives not to interfere with the student’s desired courses and hinder their progress. This is why it is crucial that students inform the TA coordinator about their courses in the upcoming year.
- If there aren't enough CAS supported TA positions, or grant-supported positions, to fund all of the students who we have a commitment to, we must come up with a position. In this case, we prioritize teaching, so if there is a class that could use an ASE reader/grader, that is the first choice. RA and SA positions are a second priority based

on need.

- To be assigned an RAship, the student must possess a skill that will be useful to a faculty member's research project.
- Matching process can get complicated due to last-minute changes to funding and leaves.

August

- Hiring rosters are typically due in mid-August. By then, we must know the specifics of the ASE assignments, so that CAS' Shared Services team can put ASEs on payroll.
- Autumn payroll starts on September 16, roughly two weeks before the beginning of instruction.
- Three weeks before the beginning of the assignment, faculty supervisors and ASEs receive a job description template which they need to fill in and sign. This process aims to clarify expectations for the quarter and give the student an idea of time commitment.

September

ASE appointments begin September 16th with training and meetings with faculty supervisors.

ASEs and Time off

As of Sept. 16, 2022, salaried UAW Academic Student Employees (ASEs) will be required to request and track the use of paid holidays, sick time off and the personal holiday in Workday. These changes help ensure salaried ASEs can use time off granted in their contract by standardizing procedures for requesting, approving, and tracking time off and automating proration calculations. This guide will step you through the time off tracking essentials in Workday.

Support resources describe changes for both departments and ASEs:

- Time off policies for ASEs describes current contract provisions (for complete details, refer to the ASE contract).
- Salaried ASEs can refer to the Salaried ASE time off FAQs for answers to common questions about time off requests and approval.

Additionally, ASEs get 20 hours of paid vacation time which is not tracked in Workday. While vacation time is not tracked in Workday, ASEs and their faculty supervisors must discuss and indicate the planned vacation time in the job description form prior to the beginning of the quarter. Vacation time must be taken during the break between the quarters.

Guidance for Teaching Assistants

The TA Coordinator has prepared more guidance to clarify the responsibilities for those ASEs who work as teaching assistant and have a section in the time schedule. Please see appendix ii "UW Linguistics Department policies and procedures for graduate student teachers" for more information.

Graduate Funding Information System at Allen Library

(http://www.lib.washington.edu/commons/services/gfis)

Be sure to take advantage of this great resource! The Graduate Funding Information Service (GFIS) works with both currently enrolled and newly admitted University of Washington graduate students, helping them identify and locate funding opportunities for graduate education-related expenses, including tuition, research, and travel. Students can visit GFIS during drop-in advising hours, schedule individual appointments, or request information by email. Students can also visit GFIS' Funding Resources Guide (http://guides.lib.uw.edu/friendly.php?s=research/gfis) to learn about internal and external funding resources, databases, and search strategies.

GFIS hosts workshops in the Research Commons, and works with UW departments to design discipline- specific workshops and resources for their graduate students. Recordings of past workshops and events are available online.

The Office of Fellowships and Awards at the Graduate School

The Office of Fellowships and Awards provides many services for graduate students and departments, including administrative and counseling information services. Their staff

assists students by publicizing upcoming deadlines, providing some applications and participating in the application process or administration of some campus-wide awards. See their list of fellowships for deadlines and award information: https://grad.uw.edu/graduate-student-funding/fellowships/list-of-fellowships

The Graduate School also offers a useful guide to applying for fellowships:

https://grad.uw.edu/graduate-student-funding/fellowships/applying-for-fellowships/

Finding an Assistantship Position

At the University of Washington, Academic Student Employees or ASEs are hired directly by the employing department. Each department conducts its own individual hiring process and can let you know what is required to be considered for such positions. Many departments hire their own students. Other departments – particularly those that do not have graduate students or administrative units that hire graduate students – will recruit widely for positions from relevant degree programs across campus.

You may hear about ASE positions open to all graduate students from the following sources:

- Email forwarded to you from your department
- The UW Employment site under the category Academic Student Employee.
- The Graduate Funding Information Service (GFIS), located in the Allen Library. GFIS maintains a blog for both UW and external funding, including job postings for assistantships.

Please see this webpage about Assistantships in the Linguistics Department: https://linguistics.washington.edu/graduate-financial-aid-and-assistantships

Graduate Student Health Insurance

See this webpage for health insurance resources for Graduate appointees:

Graduate appointees: health insurance - Benefits (uw.edu)

Here is a helpful document with information about health insurance for appointees, F-1 visa

holders, and other students:

https://wellbeing.uw.edu/wp-content/uploads/2019/05/Insurance-Booklet-2019.pdf

No-cost services at Hall Health & UW Counseling Center

UW-Seattle students pay a services and activities fee that helps with the cost of one face-to-face visit with a provider each quarter (restrictions apply), as well as unlimited calls and visits with our Consulting Nurses. This fee also pays for limited services at Hall Health's Mental Health Clinic and at the UW Counseling Center. This is not a substitute for health insurance. Please see this link for further information: https://wellbeing.uw.edu/unit/counseling-center/

UW International Student Health Insurance Plan (ISHIP)
If you are an international student, you will automatically be enrolled in ISHIP health insurance. If you are funded by the department and therefore eligible for the graduate assistant insurance (GAIP) instead, this should automatically override ISHIP and remove the charge from your account. However, sometimes this does not happen, and you may need to contact the insurance office.

Please see this webpage for more information about health insurance for international students: Health Insurance | International Student Services (washington.edu)

Graduate Student How-To Guide

Graduate level study is very different from undergraduate study. The University of Washington also has many distinctive policies and procedures, which take time to learn. The following section will help you make your way through the MA and PhD program in a timely and efficient manner, so that you are able to concentrate on your research.

How to Get your MA

An MA degree can be earned when PhD students pass their generals exam (typically at the end of their third year in the program). Computational track PhD students can earn an MS in

Computational Linguistics instead. An MS degree in Computational Linguistics can also be earned through the CLMS program.

To graduate with an MA, you must meet the basic requirements of the Graduate School of the University of Washington (university-wide requirements for all graduate students) and the requirements of your specific program in the Department of Linguistics.

Please read this page for the Graduate School requirements:

https://grad.uw.edu/policies/1-1-graduate-degree-requirements/

The Departmental degree details and requirements are explained on this webpage:

Graduate Programs | Department of Linguistics | University of Washington

How to Get your PhD

To graduate with a PhD, you must meet the basic requirements of the Graduate School of the University of Washington (university-wide requirements for all graduate students) as well as the requirements of your specific program in the Department of Linguistics.

Please read this page carefully for the Graduate School requirements:

https://grad.uw.edu/policies/1-1-graduate-degree-requirements/

The Departmental degree details and requirements are explained on this webpage:

Graduate Programs | Department of Linguistics | University of Washington

Academic Student Employees (ASE) in the department

Please see this webpage for further information: Graduate Financial Aid and Assistantships | Department of Linguistics | University of Washington. Department hiring will be carried out in

conformity with the UW/UAW contract for Academic Student Employees (ASE).

Appointment to a Teaching or Research Assistantship is contingent upon admission to the Graduate School prior to the beginning of service. Continuation or reinstatement of an appointment is contingent upon good standing in the department as determined by the faculty and the Chair. Assistantships ordinarily require participation on a halftime basis in teaching or research programs. Assistants are required to register each quarter for no less than 10 credits applicable to their advanced degrees, or a minimum of 2 credits for the summer quarter. Stipend levels for Graduate Student Service Appointments are published annually, and conditions of service are set forth in publications available in the Graduate School.

Student employees working in support of research and instruction are subject to policies stated in the UW/UAW contract for Academic Student Employees (ASEs). For purposes of the labor agreement, an Academic Student Employee is an individual working in one of the defined classifications in Article 14, Job Titles and Classifications. The most recent information on the contract may be found at: UAW Academic Student Employees (ASEs) contract - Labor Relations (uw.edu) The term "Salaried ASE" refers to an ASE who is appointed on a percentage FTE basis. Appointment percentages may vary, but are normally fifty percent (50%) for at least one academic quarter. The term "Hourly ASE" refers to an ASE who is engaged in projects or assignments for the University on an hourly basis.

Policies on workload, vacation and paid leave are included in the contract. Vacation and paid leave must be approved by the supervisor. Paid work in excess of the normal workload must be approved and coordinated in advance with the supervisor, Administrator, and Department Chair.

Graduate Student F.A.Q.

What should I do now, during my first few quarters of graduate study?

Select your faculty adviser early! Your first or second quarter in the Department is not too early to select your faculty adviser. Be bold. Meet the faculty and talk to other graduate students for helpful advice. Be sure to meet with your faculty adviser during your first year to develop a program of studies. If you have any questions about procedure, always feel free to contact the Graduate Program Coordinator by phone, email, or an in-person drop-in

appointment.

If I change my address or other personal information, who should I contact?

Please be sure to notify the Administrator, as well as updating International Student Services if you are an international student. If you are a student worker, please be sure to update your information in Workday as well.

Are there any grade requirements for graduate students? Can I take classes pass/fail?

Yes, there are some requirements. The Graduate School requires that graduate students must maintain a 3.0 GPA. Furthermore, a graduate student must convert an Incomplete into a passing grade by the last day of the next quarter in residence (i.e., the following quarter). In no case can an Incomplete be converted to a passing grade after a lapse of two years. Incompletes that are not converted to a grade remain permanently on the transcript and do not convert to a 0.0. (And a student with an Incomplete in a course deemed part of their program will not be "processed" for graduation by the Graduate School.)

Students must take classes for a numerical grade if they are to count towards the credits required for the degree.

How long do I have to finish my degree(s)?

According to the Graduate School, the requirements for an M.A. are to be completed within six years and those for the Ph.D. within ten years from the date of first admission as a graduate student. Keep in mind that if you took classes as a non-matriculated graduate student, those classes count towards this timeline.

What does it mean to go on-leave, and when can I do it? What are the policies and/or restrictions regarding being on-leave?

In general, graduate students must meet the continuous enrollment requirement of the Graduate School either by being registered full time (10 credits) or part time (minimum, 2 credits), or by being officially on leave. (ASEs must be registered for 10 credits during the academic year, and for no less than 2 credits during the summer.) When you go on-leave, you still have many privileges associated with being a graduate student, but you also lose some resources:

Students on leave are entitled to:

- Return as a graduate student to the graduate program without going through the

reinstatement process
- Use University libraries
- Maintain access to the UW email account
- Use Hall Health Primary Care Center on a pay-for-service basis
- Use the IMA with additional fee (UW Seattle campus students only)

Students on leave are not entitled to:

- Faculty and staff counsel/resources (very limited counsel/resources are permitted)
- Examinations of any type (except for language competency)
- Thesis/dissertation filing
- University housing
- Student insurance
- Financial assistance

Students are eligible to go on-leave under the following circumstances:

- Must be a graduate student in good standing.
- Must have been registered or on leave the previous quarter.
- Must satisfy any graduate program policies pertaining to going/remaining on-leave.
- US citizens and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.
- International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services office.
- Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.
- In our department, students must generally have been registered for at least three quarters before going on leave, although exceptions may be made.

What is the process for going on-leave?

Students requesting On-Leave status must submit an online Request for On-Leave Status via MyGrad Program. **A quarterly $25 fee must be paid at the start of every quarter On-Leave**.

For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested). International students may have additional requirements. For more information, please contact the Graduate Program Manager.

What is this MyGrad thing? How do I submit requests to graduate, petitions to go on leave, requests for general exams, etc.?

MyGrad is a handy way for you, your department, and the Graduate School in general to communicate. Use this link to submit your electronic Master's thesis and doctoral dissertation, apply for an MA degree, PhD general and final exams, or on-leave status: MyGrad Program for Students – UW Graduate School

Appendix

i. Update Printer Setting to Print Double-sided and B&W

1. Install new printer driver software for your specific MacOS

2. Remove the Gug415 printer

3. Re-add the Gug415 printer

Here is a step-by-step guide:

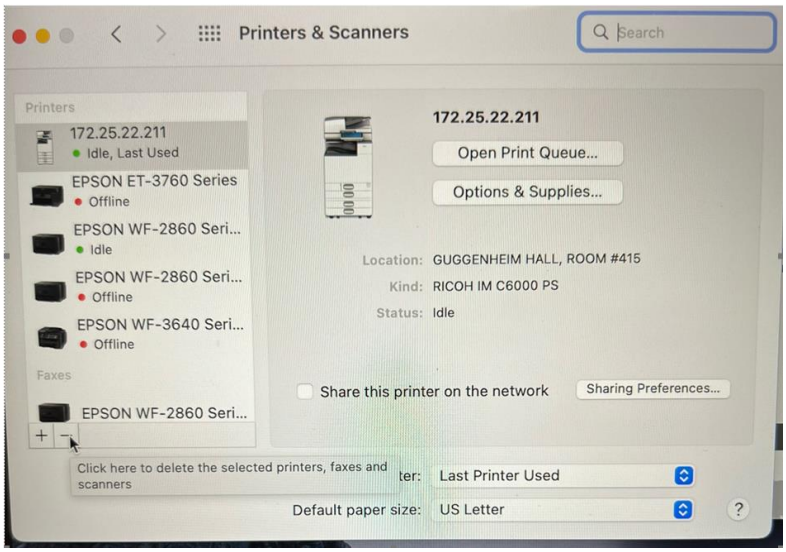
Go here:

http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc4500/imc4500.htm

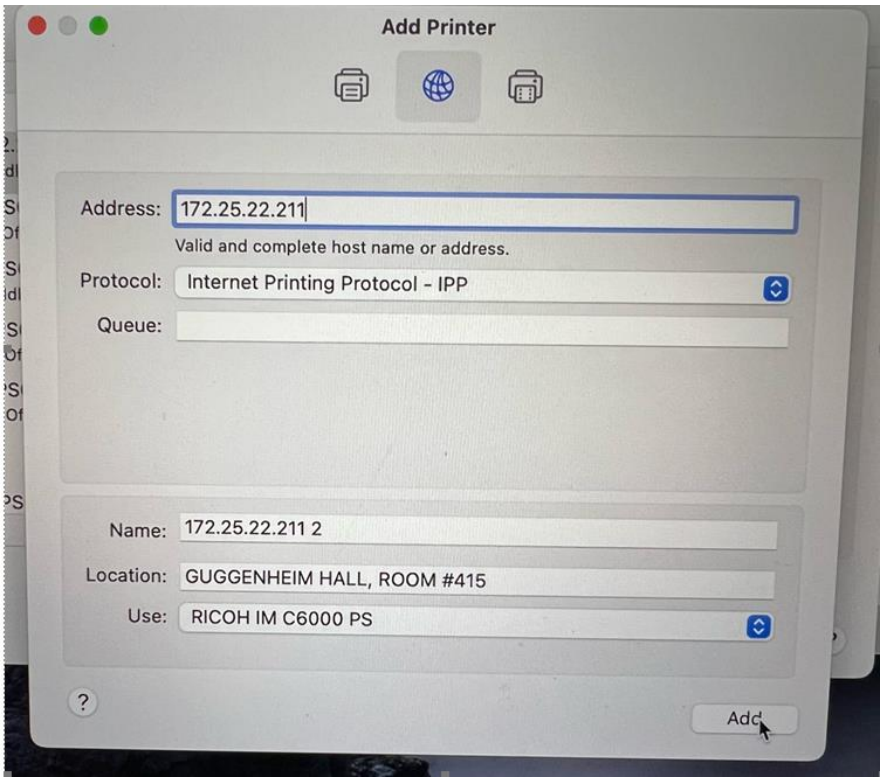
Install the printer driver for your specific operating system (i.e., MacOS Monterey).

To check what kind of MacOS you have click the Apple icon in the top left corner of your computer and select 'About this Mac' and it will tell you.

After installing the driver software go to 'system preferences' then 'printers & scanners'. Remove the Gug printer by clicking the minus button.



Re-add the printer by clicking the plus sign and then choosing the page (with a globe) where you can enter the IP address, then click add



After this you're all set and all of your print options will be visible!

Instructions for Adding Printers

Download drivers for the printer here:
http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc4510/imc4510.htm

Windows 10/11

1. Open the search bar on the taskbar or open the Start Menu.
2. Search for Printers & scanners
3. Select Add device.

4. Scroll to the bottom and select Add manually next to "The printer that I want isn't listed". This should be close to the bottom of the list.
5. Click "Add a printer using IP address or hostname" and click next.
6. Change the Device Type to autodetect on the dropdown menu.
7. In the "DNS Hostname or IP address" box, type the IP address: 172.25.22.211
8. When the previous steps are complete, click next.
    a. Once this step is successful, you can enter the printer name of your choice, or leave it as the default.
    b. Select the 'Have disk' option if you are asked to select a driver and choose the downloaded driver.
9. Click next after confirming the printer's name.
10. A window will appear asking if you want to share this printer. Select "Do not share this printer" and click next.
11. Another window will appear asking if you wish to set this printer as the default printer. This is entirely optional and can be done later.
12. Your printer should now be configured, and you can print a test page.

Macs

1. Install printer driver from here: http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc4510/imc4510.htm
2. Open "Printers and Scanners" from "System Preferences"
3. Click the "+" button at the bottom of the printers list on the left side box. Authenticate as admin if needed.
    a. You might autodetect some "Bonjour" printers if you are on the same network as the printer you want, if you're sure that is the printer you want, you can select this way. It is more likely however that you'll be printing to some other department's printer!
4. Pick the globe icon at the middle of the top of the "Add Printer" screen
5. Choose "Line Printer Daemon"
6. Under "address", enter the IP address of the printer. The address should look something like this: 172.25.22.211
7. Leave the "Queue" field blank

8. Give the printer a name that you like in the fields below – the location and printer model should autofill.
9. Click "Add"

Using the Printer

a. To enable stapling, select the printer in Printers & Scanners.
b. Then click Options & Supplies.
c. Under finisher, select SR3320
d. When printing, scroll down to the list of options and click on Printer Features.
e. In the window that opens up, select Finishing from the dropdown menu.
f. This will let you choose to staple the finished document.

ii. UW Linguistics Department policies and procedures for graduate student teachers

For the purposes of this document, “TA” means a graduate student teaching sections under the supervision of a faculty member. “Teacher” means either TA or “instructor of record (IOR)” (the primary instructor for a course; typically a faculty member). TAs are one type of ASE (Academic Student Employee) at UW.

Timeline of quarterly teaching responsibilities

The official beginning and end days of each quarter of the academic year are as

follows:

Autumn	Sept 16 - Dec 15
Winter	Dec 16 - Mar15
Spring	Mar 16 - June 15
Summer (entire quarter appt)	June 16 - Sept 15

Note that the first day of classes is not the first day of the quarter.

TA responsibilities extend from the beginning of the quarter through finals week. You should always plan to be available for duties and responsibilities by the first day of the quarter, even if it precedes the first day of classes. (Note that it is also common to have a meeting of the teaching team some time before the quarter starts. Check with the IOR to find out when/if this will take place.) You should also not make plans to leave town after the last week of instruction. Most classes with TAs will have a final exam to administer and final grades to prepare. You are expected to be in town to help with both.

In the event that final exams or grading responsibilities for a particular quarter occur after the end of the quarter as defined above, TAs are still required to perform their job (Article 35, §7).

The maximum workload for ASEs is 220 hours per quarter, averaging 20 hours per week (Article 35, §2). However, TAs, like other ASEs, are allowed one week of vacation per quarter (Article 32), to be "taken during academic quarter breaks…or as otherwise mutually agreed to by the ASE and a supervisor" (Article 32, §2), and one personal holiday per 12-month hiring period (see Planned absences).

Expectations of TAs

Lecture attendance

You are expected to attend all lectures. During lecture you should be a model of good behavior for the students: arriving at the classroom before the lecture starts, no checking your phone or laptop (except to take notes), no (or at least little) whispering with fellow TAs, etc. This applies to courses offered online (with slightly adjusted expectations to accommodate the differences in teaching in-person vs. remotely).

Contributions to course infrastructure

You are expected to attend all meetings (usually weekly) of the teaching team, and to arrive on time for such meetings (whether in person or online). You may be expected to contribute to the writing of class assignments, such as exams or homeworks, as directed by the IOR.

Timely and efficient communication

You are expected to answer email from other members of the teaching team within one business day from time sent. From a practical standpoint you should check your email once a day Monday-Friday and once over the weekend. Read all messages from the teaching team before replying to any one of them.

In emergency situations, do not send an email. Use the phone. (You should exchange phone numbers with other teachers of your class before the quarter starts. See Emergency absences.)

Expectations of all teachers

Designing your own lesson plans

You are responsible for determining what to do in class each time your class meets; i.e. lesson planning. Preparing for class is a major part of what you are being paid to do as a teacher. If you are a TA, your supervising instructor will normally make only general suggestions about how you should spend your class time. However, you can and should consult previous TAs (or the head TA for the class if there is one) for advice on this subject. There may also be an instructional archive for the course which may contain previous materials (though it is your responsibility to check the materials to ensure they are still relevant to the course).

Content/curriculum

IORs are expected to consult with previous instructors on textbooks/curricular content before the quarter begins, and to use course materials consistent with the departmental curriculum on a particular subfield, whether you are provided with some previous instructor's lecture notes or not.

Teaching all your classes

You are responsible for making sure all your classes get taught.

Emergency absences

It is good practice to arrange an emergency substitute before you need one. If you are sick or experience some personal catastrophe such as a death in the family, you are not expected to come in and teach (see Article 17, §1 of your union contract), but you are expected to help find a way to ensure that your teaching obligations are met (Article 17, §7).

Planned absences

Non-emergency substitution days, where you do not actually go to the classroom on the days and times you are supposed to be there, should be rare and should generally be for professional (e.g. conference attendance) rather than personal reasons. However, your union contract allows 3-quarter ASEs to have "one personal holiday" per 12-month period, provided that it is requested in advance and the ASE finds a substitute for work (Article 10, §2). Taking a personal holiday for religious reasons is also an acceptable reason for a planned absence (Article 10, §3).

If you know in advance that you will be unable to teach on a particular day, arrange a suitable substitute teacher for the day. If someone teaches for you, it is customary and courteous to propose a reciprocal teaching arrangement (i.e., returning the favor if needed).

If no suitable substitute teacher can be found:

Devise an alternate instruction plan and review it with the IOR or the TA coordinator (if you are the instructor of record) before the missed class. An alternate instruction plan might consist of recording and posting a lecture of yourself; remotely teaching your class at the regular time; showing a video and providing students with study questions in a discussion forum. If none of those options are possible, you could hold extra office hours.

Missed instruction days can be made up on an alternate date if all students can agree on a time/date in advance. But this option should be used sparingly because it may require a lot of staff time to find a classroom and it may be impossible to find a time that all students can attend.

Guest lectures

A guest lecturer may be invited to talk about a subject in which the instructor is not an expert. The difference between a guest lecture and a substitute lecture is that the instructor for the course is normally present for a guest lecturer (and will introduce the guest lecturer to the students and make sure they are properly thanked by the students at the end).

Guest lectures may greatly enhance the course content. However, keep in mind that preparing for and teaching a class can be a great burden on the guest lecturer's time. Teaching reciprocity applies to guest lectures just as it does for substitute teachers.

Grading

You are responsible for maintaining grades for your students. If your course normally uses a Learning Management System (e.g. Canvas) and there is a malfunction in the system (either for grading individual assignments or for calculating final grades), you should be prepared to grade by hand in order to get final grades turned in on time.

For courses for which assignments must be graded by hand, it's a good idea to return these to students within one week, if possible.

Office hours

You are expected to make yourself available to meet with your students (either online or in person) during office hours, which should be scheduled for two hours per week once instruction begins. Ideally, TA office hours should be scheduled at a different time than the IOR's office hours.

Training activities

All graduate students who will be first-time teachers at UW are required to participate in the University-wide Center for Teaching and Learning (CTL) TA Program at the beginning of their first year of teaching.

New and continuing TAs for general linguistics courses as well as TAs for computational linguistics courses that have sections are also expected to attend all departmental workshop and training activities, especially the late September workshop.

However, TAs for computational linguistics courses that do not have sections (i.e., TAs whose duties involve grading and assisting students but no teaching) are only required to attend the late September workshop the first time they are given such a teaching assignment. Attendance is optional thereafter.

Graduate students who will serve as the IOR for a course in the Linguistics Department are expected to attend all departmental workshops and training activities.

Evaluation of your teaching

Evaluation by students

You must have your course evaluated by your students at the end of every quarter. You will be contacted by a departmental administrator mid-quarter to make these arrangements. Check the box that says a copy should go to the chair of the department. If you teach multiple sections, you should have each section evaluated.

Evaluation by faculty

Classroom evaluation of new TAs

The Graduate School requires that graduate student teachers be evaluated by a faculty member during their first two quarters of teaching. (This policy does not apply to TAships for computational linguistics courses or courses that do not involve having the TA teach sections in front of a classroom.)

The default evaluator of new TAs in the Linguistics Department is the TA coordinator. However, you may also request that the instructor of record evaluate you instead. The TA coordinator will contact you early in the quarter to arrange a classroom visitation.

Any TA beyond their first two quarters of teaching can request and receive a classroom evaluation by a faculty member. The Center for Teaching and Learning (CTL) will also conduct evaluations for anyone who asks for it.

Evaluation by the supervising instructor

You may also be evaluated by your course's IOR on your overall contribution to the course, which may be taken into consideration by the TA Coordinator and/or Chair for the purposes of future TA assignments. Poor TA performance is considered 'unsatisfactory progress' and could result in the loss of your TAship. Poor performance constituting 'unsatisfactory progress' may include, but is not limited to: consistent tardy arrivals at or non-attendance of TA meetings, failure to do assigned work on time (e.g. test preparation), poor quality of assigned work, failure to read and respond to emails (from students, fellow TAs, or the IOR) in a timely manner, failure to grade student work in a timely manner, tardy arrival at or non-attendance of lectures by the IOR, etc.

University policies and procedures

ASE positions at UW are meant to be 20 hours/week on average, totaling 220 hours per quarter. If you find that your assigned responsibilities exceed 220 hours per quarter, you should discuss this with the IOR as soon as possible.

You are expected to adhere to university policies reviewed at the Center for Teaching and Learning (CTL) TA Program (e.g. FERPA, required storage periods for student work, sexual harassment, accommodating students with disabilities, etc.).

Other departmental policies and procedures

You are expected to adhere to departmental information for graduate students reviewed by the administrator at the new student orientation. You are required to undergo periodic safety training within a reasonable time of receiving notifications about such events from the Linguistics Department administrator.

Notification of assignments

Your union contract states: “At least three weeks prior to the commencement of each quarter, the University shall provide ASEs with documentation that will set forth the specific duties of the appointment for that quarter, including assigned course...” (Article 4, §6). The department will try to provide you with the course(s) you are teaching much sooner than three weeks before the beginning of a particular quarter, but it is first necessary to make sure that there are no scheduling conflicts (see Resolving scheduling conflicts).

Refusing a teaching assignment

If you are offered a teaching position and are unwilling to accept it for reasons of inconvenience or interpersonal conflict with the IOR, or do not accept the appointment within a timely manner, the department is not obligated to find another course for you to teach that quarter.

Resolving scheduling conflicts

Sometimes a course you are assigned to teach will present a scheduling conflict with either a course which is required by the Linguistics Department or a course which is important for your individual goals within the program. The department will always try to accommodate such conflicts by shifting assignments among TAs. We try to avoid such conflicts in the first place by requiring you to provide your coursework schedule for the coming year before teaching assignments are made. For this reason, it is important that you respond to these requests in a timely manner and update any changes accordingly.

When a conflict is identified, you should immediately send a single message to the department chair, the TA coordinator and the instructor of the course. Last minute requests for staffing changes may or may not be able to be accommodated.

Resigning from a teaching position

When you are offered and accept a teaching position, you sign a contract with the department committing to teach a class or classes for a certain period of time. If you need to resign from a teaching position, your union contract states (Article 4, §1): “An ASE has the right to be released from any quarter(s) of an appointment provided that the ASE gives at least 30 days notice prior

to the beginning of the quarter." However, the more notice you can give, the better. Even when there is only the possibility of you needing to resign from a teaching position, you should communicate to the chair and the TA coordinator in writing (letter or email) as soon as possible so that an investigation into finding a replacement for you can be started.

Grievances

If you have an issue with a student or students in your class (e.g., you suspect cheating), first (re-)familiarize yourself with the Student Conduct Code and UW's Faculty Resource on Community Standards & Student Conduct 'Academic Misconduct'. Then consult the IOR in charge of the course (if appropriate) or the TA coordinator.

If you have an unresolvable conflict or other issue with the IOR for the course, talk to the TA coordinator or the chair of the department.