

ASE Document

Academic Student Employee Appointments at the Department of Anthropology

For Academic Year 2023-2024

Updated March 2023

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PART I: Departmental Policies and Procedures for Academic Student Employee (ASE) Appointments

A. DEFINITIONS

1. **Applicant:** Graduate students in the Department of Anthropology who have submitted departmental ASE application forms by the stated deadline and no later.
2. **Final Application:** Completed application forms submitted by the applicant to the Anthropology Administrative/Graduate Office for use as specified elsewhere in this document.
3. **Ranking:** The ranking of eligible applicants made by the Sub-Faculty Appointments' Committee (SFAC) based on the recommendations of the appropriate sub-faculty.
4. **Seniority:** Seniority, described by progress through the program, is defined as follows:
 - **Priority 1 cohort:** Advanced PhC level (having passed the general exam), substantial portion of dissertation research completed, and post-fieldwork analysis and/or writing of dissertation begun as verified by the signature of the applicant's advisor on the ASE application form.
 - **Priority 2 cohort:** PhC level having passed the general exam but dissertation writing not yet begun.
 - **Priority 3 cohort:** MA-level in anthropology or field recognized by the applicant's advisor as related to applicant's research and indicated by the advisor's signature on the ASE application form.
 - **Priority 4 cohort:** Comprehensive exam passed.
 - **Priority 5 cohort:** pre-comprehensive exam level.
5. **Cumulative GPA:** The information to be submitted is the applicant's most current UW cumulative GPA at time of application.

B. ELIGIBILITY

General Considerations

To be eligible for an appointment, an applicant shall:

- 1) Be making satisfactory progress in the program;
 - a) Student progress is considered in accordance with both subdisciplinary criteria and the relevant criteria defined by the Graduate School ([Policy 3.7: Academic Performance and Progress](#)) at the time final applications for the next academic year are submitted. Students are assumed to be making satisfactory progress unless they have been informed in writing by their advisor that the anthropology faculty has voted in a faculty meeting to place the student on "Warn," "Probation," or "Final Probation" status.
 - b) Students for whom the anthropology faculty have voted to place on "Warn," "Probation," or "Final Probation" may not take up an appointment. In the event that the applicant rectifies the circumstances which led to being on "Warn," "Probation" or "Final Probation," the eligibility status of the applicant will not be changed for ASE eligibility until the application period of the subsequent year.

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- c) Archaeology graduate students, who, on the comprehensive exam, receive "pass without recommendation to proceed in the PhD program but with the award of an MA after completion of the other MA requirements if the exam score is less than 3.0 but greater than 2.69" or "failure if the exam score is less than 2.7," are not eligible to hold an ASE position and may NOT take up an appointment.
- 2) Be qualified to serve as Teaching Assistant (or Instructor) for the course for which the appointment is sought, such qualification to be determined by the appropriate sub-faculty;
 - a) TA positions for courses may have additional eligibility requirements which are specified in the job descriptions in [Part II](#) of this document.
 - b) The applicant must be competent in spoken English according to the [minimum admissions requirements](#) of the Graduate School.
- 3) Evidence of readiness to TA or Instruct

Types of evidence may include the following:

- Verification of attendance at the annual [TA RA Conference](#) held in September through the [Center for Teaching and Learning](#)
- Attendance at one or more workshops offered through the [Center for Teaching and Learning](#) one or more departmental teaching workshops (organized by the STA)
- Attendance at the [International Teaching Assistant Workshop](#) (REQUIRED for international students appointed to TA who did not meet the language requirement for admission to graduate school through a bachelor's degree from a US institution)
- Graduate School Core Programs
- Other campus or department workshops
 - e.g. Catalyst, or 4x4 transformation groups; other options available on campus

Other relevant items not listed may also be included.

Applications are considered on the basis of the student's record at the time of the application deadline.

C. SELECTION CRITERIA at the 100 and 200 level

The Graduate Program Advisor will provide to the subdisciplinary faculty a preliminary ranking of eligible applicants for each position in order of the first three steps, below. Faculty shall then rank eligible applicants for each position according to the steps below:

Step one:

The student must meet the eligibility requirement(s) set for the course (please see the specific job descriptions).

Step two:

Automatic ranking criteria will be followed as defined below:

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- 1) A student who has not yet completed five (5) quarters of TA shall have priority over those students who have unless the sixth quarter is part of a recruitment package.
- 2) A student who has been guaranteed support for the academic year as part of a recruitment package shall be accommodated if graduate-student service appointments are required to fulfill that guarantee. Such appointments shall be in the student's area of expertise.
- 3) So far as possible, one ANTH 100 TA position shall be assigned to each graduate program for each quarter the course is taught.

Step three:

Progress through the program will be applied, allowing those who are further along in their program to be ranked above others (See Section A for definitions of Seniority).

Step four:

Faculty may use the following criteria when ranking individuals of equal ranking after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic c.v.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

D. SELECTION CRITERIA at the 300 and 400 level

The Graduate Program Advisor will provide to the subdisciplinary faculty a preliminary ranking of eligible applicants for each position in order of the first two steps, below. Faculty shall then rank eligible applicants for each position according to the steps below:

Step one:

The student must meet the eligibility requirement(s) set for the course (please see the specific job descriptions).

Step two:

Automatic ranking criteria will be followed as defined below:

- 1) A student who has not yet completed five (5) quarters of TA appointments shall have priority over those students who have unless the sixth quarter is part of a recruitment package

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- 2) A student who has been guaranteed support for the academic year as part of a recruitment package shall be accommodated if graduate-student service appointments are required to fulfill that guarantee. Such appointments shall be in the student's area of expertise.

Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- A. Level of qualification to serve as TA for the course.
- B. Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- C. Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent).
- D. Academic merit, as judged from the professional, academic c.v.

E. APPLICATION PROCESSING PROCEDURES FOR ASE (Excluding Summer School Appointments):

Applications are processed in accordance with the ["Academic Student Employee Appointments" section of the UW Policy Directory](#).

- 1) Third Friday in March:

The Graduate Program Advisor (GPA) shall make materials for [application](#) available to students. The application shall consist of:

- a) Application forms with basic data;
- b) Transcript(s) (available from the GPA at agp-advisor@uw.edu or MyUW);
- c) Professional academic curriculum vitae (c.v.)
- d) Teaching portfolio
- e) Applicant's rank order of preference marked on the list of positions to be offered in each quarter of the following year.

- 2) First Monday in April

- a) Final [applications](#) due.

- 3) Second Monday in April:

A list of all applicants by position(s) will be available in the main office (Denny 314). Applicants are invited to check this list for accuracy and to notify the GPA of any errors by Friday of that week.

- 4) Fourth Friday in April:

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Offers shall be made to applicants. Sub-Faculty Appointments Committee gives the approved appointment list to the departmental Graduate Program Coordinator who is responsible for seeing that letters are sent to all eligible applicants by May 1st.

5) May 15:

Students shall inform the GPA of their decisions. A student who has not responded by this date shall be considered to have declined the offer.

6) Withdrawal / removal from a position:

- A student may withdraw from a position without penalty until one calendar month before the first scheduled day of class by informing the GPA in writing.
- Withdrawal after the deadlines above shall count as part of the student's allocation of five (5) T.A. appointments;
- Offers will be withdrawn from students not making satisfactory progress at the end of spring quarter.

7) Four to one months prior to appointment:

When three good-faith efforts to contact a potential appointee over a one week period have been made by the departmental Graduate Program Advisor when attempting to fill a position prior to the appointment, the departmental Graduate Program Advisor may, in an attempt to fill the position in a timely manner, turn, in order, to the next names on the list of ranked, eligible applicants for the position.

8) One month prior to appointment:

When a good-faith effort to contact a potential appointee has been made by the departmental Graduate Program Advisor, when attempting to fill a position during the one month period prior to the start of an appointment, the departmental Graduate Program Advisor may, in an attempt to fill the position in a timely manner, turn, in order, to the next names on the list of ranked, eligible applicants for the position.

9) By June 1st, the Department of Anthropology will publicly post the names of appointees and the titles of the positions to which they have been appointed.

***PLEASE NOTE:**

The following materials are available online to students offered appointments: [UW Executive Order 28 and 30](#) concerning graduate student appointments; and the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants of the Council of Graduate Schools in the United States. These materials will be available in the Anthropology Administrative Office for those who need them.

The Department of Anthropology ASE Statement of Responsibility will be part of letters offering appointments and must be signed and returned to the departmental Graduate Program Advisor. Offers

will not be considered accepted and appointments will not be made unless a signed Statement of Responsibility is returned by the deadline for accepting or rejecting an offer.

The Department of Anthropology reserves the right to cancel any course listed in this document. If a student has been offered an ASE appointment to assist in a canceled course, they will be offered a similar position for during the quarter in which the canceled course was scheduled.

F. APPLICATION PROCESSING PROCEDURES FOR ASE FOR SUMMER SCHOOL APPOINTMENTS

Because the application deadline for Graduate Student summer school appointments is earlier than the needs of the department to fill positions, and are more variable than those of other departmental appointments, the following procedures are followed in their allocation.

Applications are processed in accordance with the ["Academic Student Employee Appointments" section of the UW Policy Directory](#).

- 1) By the second week of autumn quarter of each academic year, the coordinators of the three subdisciplines (archaeology, biocultural anthropology, and sociocultural anthropology) call for applications to fill the summer school Academic Student Employee positions available to the department for the next summer quarter. Eligibility for the available positions is determined by criteria found in **Part III** of this document.
- 2) Applications are due to the subdiscipline coordinators by the fourth Friday of autumn quarter. Late applications will not be considered.
- 3) The subdiscipline coordinators, in consultation with other members of the sub-discipline, choose the successful applications based upon criteria listed in **Part III** of this document.
- 4) The subdiscipline coordinators forward their recommendations to the chair of the Department of Anthropology by Monday of the seventh week of autumn quarter.
- 5) The chair of the department makes the appointments. Both the successful and unsuccessful applicants are notified of the status of their application by the end of autumn quarter.

G. GUIDELINES FOR MAKING APPOINTMENTS

- 1) With the exception of the James and Baldwin Fellowships the total amount of departmental support that may be accepted by an anthropology graduate student may not exceed the equivalent of a three-quarter TA-ship. Students are permitted to hold non-anthropology fellowships in conjunction with ASE appointments if such is permitted by the rules of these fellowships. No applicant will be awarded more than one Department of Anthropology Academic Student Employee appointment in any one quarter. PLEASE NOTE: Before the academic year starts, students may receive multiple offers from which they will select positions in which they wish to serve as an ASE for the academic year. After September 1, a student who has accepted an ASE position for a particular quarter shall not be offered another position for that quarter.
- 2) Initial offers will always be made to the highest-ranked eligible applicant and will include the information specified in the [UW/UAW Contract \(Article 4\)](#).

- 3) Students applying for instructor positions must have previous TA experience.
- 4) If the ranking criteria for a position yield a tie between two applicants, the following will be used to rank them:
 - a. *For TA positions:* The applicant with fewer previous TA appointments will be ranked higher.
 - b. *For Instructor positions:* The applicant with fewer instructor appointments will be ranked higher if both applicants have had such appointments. An applicant with no previous appointments will rank lower than an applicant who has had a previous instructor appointment.
 - c. In the event that there is STILL a tie, the applicants will be ranked by GPC.

H. ASSIGNMENT OF TEACHING ASSISTANT (TA), PREDOCTORAL TEACHING ASSOCIATE (TA I) AND PREDOCTORAL TEACHING ASSOCIATE II (TA II) SALARIES TO ASE

Assignment of TA, TA1 and TA2 salaries will be linked to the student's progress in the program as outlined in the [UW/ASE Contract](#).

I. TEACHING EVALUATIONS, REAPPOINTMENT, DISCIPLINARY ACTION, TERMINATION

The Department of Anthropology will evaluate their teaching assistants at least once a quarter. Teaching assistants will be evaluated by the professor responsible for the course; predoctoral instructors will be evaluated by the chairperson of their PhD committee. Evaluation forms will be supplied to the appropriate faculty and will be made available for the student's review and comments. Evaluations of the student appointee's performance should be placed on file, available for review by the student and by the departmental chairperson as a basis for consideration for reappointment. All written evaluations of a graduate student appointee's performance which are considered in determining reappointment shall be available for the student's review and reply. Reappointment may be expected if the graduate student demonstrates satisfactory progress toward the completion of a graduate degree program and maintains a high standard of performance in the activities associated with the appointment.

The department will keep all academic student employee (ASE) evaluations, applications, appointment letters, acceptance letters, in a file separate from the student's academic file. In the Anthropology Department, these files are held in the office of the GPA.

ASEs will not be disciplined or dismissed from their employment without just cause. Any discipline or dismissal can be processed through the grievance procedure, outlined in the UW/UAW Contract.

- 1) At least once per quarter the performance of each ASE is to be evaluated. The evaluation(s) will be carried out by the instructor (or designee) in charge of the course in the case of TAs, the faculty member (or designee) under whose direction the ASE is working in the case of RAs, and by the student's committee chairperson in the case of predoctoral instructors. This evaluation is to be based upon criteria established prior to the start of the quarter. Where teaching is a part of the ASE's defined duties at least one class observation (lasting the entire class period) will be conducted as part of the evaluation; this teaching evaluation is not to be done in place of, but in

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addition to standard [Office of Educational Assessment](#) course evaluations. A written statement, outlining what the faculty supervisor considers to be satisfactory performance of both teaching and support duties, must be provided to ASEs by the faculty supervisor at the beginning of the appointment (i.e., at the first faculty supervisor-ASE meeting of the quarter). The UW/UAW contract specifies that a job description must be provided to an ASE within three weeks of the start of the quarter.

- 2) Where a class observation is to be conducted as part of the ASE's evaluation, the ASE must be informed in advance which class period (day and hour) will be visited. To the extent feasible, ASE should be involved in the discussion as to which class period should be evaluated/visited.
- 3) Evaluation will be recorded on a form agreed upon by both the ASE and faculty/advisor prior to the start of the quarter. ASEs are required to respond to this evaluation in writing and, after discussing the evaluation and response with the faculty/advisor, both are to sign the form indicating that this discussion has taken place. The ASE then gives the completed form to the Graduate Program Advisor for the student's file.
- 4) Whenever the evaluation of the ASE has been judged to be "unsatisfactory," the faculty/advisor and ASE are to develop a plan for eliminating the problems (e.g., by attending workshops or seeking advice from the [Center for Teaching and Learning](#)). For TAs, this plan must include standard course evaluation by the [Office of Educational Assessment](#) during the next teaching assignment accepted by the student. This plan must also include a clear-cut and feasible timetable not to exceed three months in duration, starting with the date the evaluation is submitted to the Graduate Program Coordinator for the student's file.
- 5) When the plan for eliminating the problems has been completed successfully, a dated report indicating such is to be provided to the student and to the Graduate Program Coordinator by the faculty advisor.
- 6) ASEs who have received an "unsatisfactory" evaluation of their teaching MAY take up a subsequent TA appointment but only if the plan for eliminating the problems has been successfully completed OR if they are completing this plan while in a TA position in the quarter immediately following the quarter in which the "unsatisfactory" evaluation was received. (But, see also the last sentence of item #8, below.)
- 7) ASEs who have received "unsatisfactory" evaluations two quarters in a row MAY NOT take up a TA position for a third quarter until the plan for eliminating the problems has been completed successfully. (See also the last sentence of items #8, below.)
- 8) Students who do not agree with the assessment of their teaching may appeal the judgment by submitting a report on the matter to the Graduate Program Coordinator who shall attempt to mediate the dispute. This appeal must be received by the Graduate Program Coordinator within five calendar days after the filing of the initial co-signed evaluation form. After consulting with the principals of the case, the Graduate Program Coordinator must submit a written response to this appeal within five calendar days. This response, which should consist of a report on the results of the attempt to mediate the dispute, must be sent to the department chair as well as to the principals. If, at this point, the matter still has not been resolved, the dispute is to be addressed by the chair of the department. In no case will a student be permitted to take up a TA

position for a subsequent quarter if a dispute about an evaluation of the student remains unresolved to the satisfaction of all parties. (See [UW Policy Directory](#) Vol. IV, Chapter 6.

- 9) All past evaluations by the ASEs, as well as reports on efforts to eliminate any problems, are to be maintained in the student's employment file located in the Department of Anthropology Graduate Program Office. Graduate students are not obligated to submit [Office of Educational Assessment](#) evaluations for their student employment file; they may do so or not, as they see fit.
- 10) These evaluations will NOT be used to rank applicants when they apply for future positions. This is because, by rules 6 and 7, it is not possible for a person to continue as a TA without having successfully completed approved steps for eliminating the problem.
- 11) If, after completion of a program of teaching remediation resulting from an unsatisfactory teaching evaluation, a TA or predoctoral instructor receives another unsatisfactory teaching evaluation or receives an unadjusted median score of less than 2.5 on item 4 of the [Instructional Assessment System Student Evaluation of Instruction form](#), that student becomes ineligible for further teaching assignments in the Department of Anthropology.

J. PETITION PROCEDURES AND THE ASE APPLICATION

- 1) A student who desires to apply for a Department of Anthropology ASE appointment under conditions different from those described in this document should address a written petition to the Graduate Program Coordinator explaining what is desired, what are the exceptional circumstances, and why departure is desirable from the point of view of progress toward the student's degree.
- 2) Students who wish to petition ASE eligibility requirements must submit the petition to the Graduate Program Coordinator no less than 10 days prior to the ASE application deadline.
- 3) Within 5 days of receiving the petition, the Graduate Program Coordinator reviews the petition and notifies the student whether the petition is approved or denied. If the petition is denied, the letter from the Graduate Program Coordinator must include an explanation for the denial. Written copies of the petition and the Graduate Program Coordinator's response will be put in the student's file.
- 4) If the student is not satisfied with the Graduate Program Coordinator's response, they may immediately resubmit the petition to the chair of the department. The petition that goes to the chair must include a copy of the original petition and a copy of the Graduate Program Coordinator's written explanation for the denial. It may also include other informational or supporting documents (e.g. letter of support from the student's advisor).
- 5) Within five days of receiving the petition, the chair reviews the petition and notifies the student whether the petition is approved or denied. If the petition is denied, the letter from the chair must include an explanation for the denial. Written copies of the petition and the chair's response will be put in the student's file.

K. PROCEDURES FOR QUESTIONS, GRIEVANCES AND COMPLAINTS

- 1) Applicants who have a question, grievance, or complaint about the handling of their application for an ASE appointment are encouraged to present the situation in writing (e-mail messages are not acceptable) to the Graduate Program Coordinator. In order to facilitate a timely resolution

of a graduate student's concerns, the student is encouraged to present their view of the situation as soon as possible. If the applicant does not wish to make this presentation to the Graduate Program Coordinator or if the situation is not resolved by the applicant's presentation to the Graduate Program Coordinator, then the applicant should address their complaint in writing (e-mail messages are not acceptable) to the chair of the department. Every effort should be made to effect a mutually acceptable resolution of the situation using procedures at the departmental level.

- 2) Appointees who have a grievance or complaint are encouraged to present the situation in writing (e-mail messages are not acceptable) to the Graduate Program Coordinator. In order to facilitate a timely resolution of a graduate student's concerns, the student is encouraged to present the situation as soon as possible. If the student does not wish to contact the Graduate Program Coordinator or the situation is not resolved by contacting the Graduate Program Coordinator, then the applicant should present the situation in writing (e-mail messages are not acceptable) to the chair of the department. Every effort should be made to effect a mutually acceptable resolution of the situation using procedures at the departmental level.
- 3) If the parties are unable to resolve the situation within a reasonable period of time, the student may then seek to file a grievance with the UW/UAW.

L. **SELECTION CRITERIA for Predoctoral Instructors**

The Graduate Program Assistant will provide to the subdisciplinary faculty a preliminary ranking of eligible applicants for each position in order of the first two steps, below. Faculty shall then rank eligible applicants for each position according to the steps below:

Step one:

The student must meet the eligibility requirement(s) set for the course (please see the specific job descriptions).

Step two:

Automatic ranking criteria will be followed as defined below:

Academic Year Positions:

- Priority 1 – Students who have completed 1 or 2 instructorships
- Priority 2 – Students who do not have any prior instructorships
- Priority 3 – Students who have more than 3 instructorships

Summer Quarter Positions:

- Students who have not yet held 3 instructorships (including academic year, evening degree, and summer appointments) will have priority over those who have.

Step three:

Progress through the program will be applied, allowing those who are further along in their program to be ranked above others (See Section A for definitions of Seniority).

Step four:

Faculty may use the following criteria when ranking individuals in the same priority category as defined in step two:

1. Level of qualification to serve as instructor for the course.
2. Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
3. Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
4. Academic merit, as judged from the professional, academic c.v.

PART II: Job Eligibility Requirements, Responsibilities, Application and Appointment Process (Excluding Summer School Appointments)

Department of Anthropology Job Announcements

Autumn 2023

ANTHROPOLOGY 203: INTRODUCTION TO ANTHROPOLOGICAL LINGUISTICS

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

Teaching Assistant is expected to have knowledge and/or experience with the subject matter in linguistic anthropology and ethnographic research methods; attend lectures regularly; meet scheduled Sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to the given course; prepare and make presentation (lecture, group discussion) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; meet regularly with the faculty member in charge and with other TAs for course planning; aid in the physical production of tests; monitor examinations; assist with grading; keep accurate records of student grades for Sections as necessary; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Background in linguistic anthropology is required to TA in ANTH 203. Unless an individual has

previously held a TA in ANTH 203 or completed ANTH 503, equivalent course work is required, to be approved by the instructor.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section C for automatic ranking](#))

Progress through the program applied - Step three:
([See Part I, Section A for definitions of Seniority](#)).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ANTHROPOLOGY 204: READING ETHNOGRAPHY

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

Teaching Assistant is expected to have knowledge and/or experience with theories and methods of ethnographic research and writing; attend lectures regularly; meet scheduled Sections; hold regular office hours; be available to students by appointment; provide academic advising on study, writing, and production skills as appropriate; prepare and make presentations (lecture, group discussion, demonstrations) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; meet regularly with the faculty member in charge and with other TAs for course planning; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Must be familiar with the principles of ethnographic research and writing.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section C for automatic ranking](#))

Progress through the program applied - Step three:
([See Part I, Section A for definitions of Seniority](#)).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.
- 5) If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ANTHROPOLOGY 215: INTRODUCTION TO MEDICAL ANTHROPOLOGY AND GLOBAL HEALTH

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless the candidate has already been a TA for ANTH 215 completion of one upper level (400 or 500) course in Medical Anthropology is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\).](#)

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course. Medical Anthropologists will be shown a preference.

- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.
- 5) If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ANTHROPOLOGY 303: TECH OF HEALTH

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have taken ANTH 565, or equivalent coursework in sociocultural anthropological theory

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course
- 2) Teaching excellence, as judged from the teaching portfolio
- 3) Promise of teaching excellence, if the applicant has no teaching experience
- 4) Academic merit, as judged from the professional, academic c.v.

ANTHROPOLOGY 305: Anthropology of the Body

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have taken ANTH 565, or equivalent coursework in sociocultural anthropological theory

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- Level of qualification to serve as TA for the course
- Teaching excellence, as judged from the teaching portfolio
- Promise of teaching excellence, if the applicant has no teaching experience
- Academic merit, as judged from the professional, academic c.v.

ANTH 311: Cultural Politics of Diet and Nutrition

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

Course Eligibility - Step one:

Completion of a course at the graduate level in sociocultural anthropology, and a course at the graduate level on the topic of globalization are required. Preference will be given to those

students who have prior experience in teaching and/or research in food issues and/or participation in social movements focused on food politics.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course. Grade in globalization course and level of involvement in food issues
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints but will not be shared widely.

ARCHAEOLOGY 235/535: Graffiti Project: Landscape archaeology and data science project

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course

SELECTION CRITERIA

Course Eligibility - Step one:

Student will have to demonstrate competency (documented via appropriate coursework and/or instructor evaluation) in the use of Python programming language and environments. In particular, the student has to demonstrate competency in use of Jupyter Notebooks/Lab, Pandas (medium-high), Numpy (low-medium), graphical packages (low medium) such as Seaborn (preferred), Matplotlib, Altair.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\).](#)

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.
- 5) Familiarity with the data gathering and processing workflow set up for the course.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints but will not be shared widely.

ARCHAEOLOGY 482/488: Seminar and Lab

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

Teaching Assistant is expected to have knowledge and/or experience with stone artifacts; attend class regularly; hold regular office hours; be available to students by appointment; prepare and make presentations (lecture, group discussion, demonstrations) as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet

regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Only students who have completed ARCHY 482 are eligible for this position

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course based upon performance in the advanced ARCHY 483 and other experience in the analysis of flaked stone (criteria not ordered)
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

BIOLOGICAL ANTHROPOLOGY 100: Evolution and Human Behavior

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

The teaching assistant must have foundational knowledge of evolution and human behavior; attend all lectures; meet regularly with the instructor; use classroom technologies adopted for the course; hold weekly office hours; help to prepare assignments and examinations, the latter of which the TA should help to proctor; assist in grading and maintain accurate records of student grades; and perform any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

An undergraduate concentration or prior graduate-level coursework in biological anthropology or other life science is required.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section C for automatic ranking](#))

Progress through the program applied - Step three:
([See Part I, Section A for definitions of Seniority](#)).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

BIOLOGICAL ANTHROPOLOGY 201: Principles of Biological Anthropology

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; collect and deliver tests from/to DRS/OEA; hold make-up test sessions when needed; keep accurate and timely records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless an individual has previously held a TA in BIO A 201, completion of two upper-level (400+) Biocultural/Biological/Physical anthropology courses OR completion of BIOA 502 is required.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section C for automatic ranking](#))

Progress through the program applied - Step three:
([See Part I, Section A for definitions of Seniority](#)).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

BIOLOGICAL ANTHROPOLOGY 351: Principals of Evolutionary Medicine

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled Sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have successful course experience on evolutionary theory applied to human behavior and health as demonstrated by at least a 3.7 grade in BIOA 473 or equivalent.

Automatic Ranking Criteria applied - Step two: (See Part I, Section D for automatic ranking)

Faculty ranking process - Step three: Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Previous experience and performance as a TA in this class
 - 2) Degree of competence in the field of instruction. Applicants will be accorded higher rank who have evinced special interest in evolutionary medicine, human genetics, human evolution, and biomedical anthropology, and have a competitive UW cumulative GPA.
 - 3) Level of qualification to serve as TA, will be based on experience in evolutionary theory (e.g. BIO A 470, 471, 472, 473, 477, 483).
 - 4) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 5) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 6) Academic merit, as judged from the professional, academic C.V.
-

BIOLOGICAL ANTHROPOLOGY 454: Hormones and Behavior

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

Teaching Assistant is expected to have knowledge and experience with the subject matter of the course in which he or she works; observe all health and safety regulations in the laboratory, maintain updated Bloodborne Pathogen certification for themselves, attend class meetings regularly; hold regular office hours; be available to students by appointment; provide academic advising on study, technical and writing skills as appropriate; prepare and make presentations as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; prepare laboratory materials prior to class, and conduct clean-up after class; assist in the teaching of laboratory work; meet regularly with the faculty member in charge; monitor health and safety compliance of students; assist with all grading; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one: Previous experience having taken BIOA 454 with a grade of at least 3.5 or the equivalent in experience.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section D for automatic ranking](#))

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA, will be based on experience in biology anthropology
 - 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 4) Academic merit, as judged from the professional, academic C.V.
-

BIOLOGICAL ANTHROPOLOGY 487: Human and Comparative Osteology

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one: Minimum requirement is successful completion of BIO A 521/522 (or equivalent as determined by the instructor). Additionally, eligible applicants will have evinced special interest in human paleontology by completing (or are in the process of completing) BIO A 487, BIO A 488 and other courses in human and/or comparative anatomy or paleoanthropology.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Degree of competence in the field of instruction. In addition to successful completion of BIO A 521/522, applicants will be accorded higher rank who have evinced special interest in human paleontology, have successfully completed BIO A 487 and/or BIO A 488, have completed or are in the process of taking graduate courses concerning human

gross anatomy and/or comparative anatomy, and have a competitive UW cumulative GPA.

- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 4) Academic merit, as judged from the professional, academic C.V.
-

WINTER 2024

ANTHROPOLOGY 215: INTRODUCTION TO MEDICAL ANTHROPOLOGY AND GLOBAL HEALTH

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless the candidate has already been a TA for ANTH 215 completion of one upper level (400 or 500) course in Medical Anthropology is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\).](#)

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course. Medical Anthropologists will be shown a preference.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).

- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 4) Academic merit, as judged from the professional, academic C.V.
 - 5) If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.
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ANTHROPOLOGY 269: Anthropology of Love and Sex

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

The Teaching Assistant is expected to be broadly familiar with anthropological theories about gender and sexuality; attend lectures regularly; meet with students in scheduled sections, help them grasp the course material through presentations, discussions, or other methods deemed suitable by the instructor, and evaluate them through assignments that will be decided in advance in consultation with the instructor; hold regular office hours and/or be available to students by appointment; prepare visual aids and handouts as necessary; communicate with students over email; keep accurate records of student grades for the sections; assist the faculty member with grading; and, meet regularly with the faculty member.

SELECTION CRITERIA

Course Eligibility - Step one:

Must be broadly familiar with anthropological theories about gender and sexuality

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

1. Level of qualification to serve as TA for the course.
2. Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
3. Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
4. Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept

on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ANTHROPOLOGY 377: Anthropology and International Health

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have taken an advanced or graduate-level course in Medical Anthropology and Global Health

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course, based on performance in advanced/grad level courses in Medical Anthropology and Global Health
 - 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 4) Academic merit, as judged from the professional, academic C.V.
-

ARCHAEOLOGY 269: Archaeology and the Contemporary Past

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Completion of one graduate 400-500 level archaeology course is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Progress through the program applied - Step three:

(See Part I, Section A for definitions of Seniority).

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course, based on relevant coursework. Preference will be given to students who have taken a graduate archaeology course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

BIOLOGICAL ANTHROPOLOGY 201: Principles of Biological Anthropology

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold

regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; collect and deliver tests from/to DRS/OEA; hold make-up test sessions when needed; keep accurate and timely records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless an individual has previously held a TA in BIO A 201, completion of two upper-level (400+) Biocultural/Biological/Physical anthropology courses OR completion of BIOA 502 is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

BIOLOGICAL ANTHROPOLOGY 206: Plagues and Peoples

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold

regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have taken at least two of the following classes: BIO A 413, BIO A 420, BIO A 450, BIO A 470, BIO A 473, BIO A 476, BIO A 482, BIO A 483, BIO A 523, or BIO A 569, or other graduate-level equivalent courses pertaining to biology, demography and disease.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course, including grade from two of the following courses: BIO A 413, BIO A 420, BIO A 450, BIO A 470, BIO A 473, BIO A 476, BIO A 482, BIO A 483, BIO A 523, or BIO A 569
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

BIOLOGICAL ANTHROPOLOGY 388: Human Fossils and Evolution

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled Sections; hold

regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one: Minimum requirement is successful completion of BIO A 521/522 (or equivalent as determined by the instructor). Additionally, eligible applicants will have evinced special interest in human paleontology by completing (or are in the process of completing) BIO A 487, BIO A 488 and other courses in human and/or comparative anatomy or paleoanthropology.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section D for automatic ranking](#))

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

SPRING 2024

ANTHROPOLOGY 213: Anthropology of Sport

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter in sociocultural anthropology; attend lectures regularly; facilitate study groups; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate; assist with setting up the technology for the class by arriving early and getting lectures onto the class computer, and setting up in-class videos and films, as requested; prepare, print, and grade quizzes every two weeks, meet once a week with the faculty member, writing link instructor, and other TAs for course planning; monitor examinations; work with the faculty member to provide academic support and accommodations to students, and ensuring implementation of DRA requirements, keep accurate and timely records of student grades; and any other duties appropriate to the successful conduct of the course. All teaching assistants will be expected to give one guest lecture on a topic of their choosing.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless the candidate has already been a TA for ANTH 213, completion of one course at the graduate level in Sociocultural Anthropology is required. Social media skills, desired.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course. Preference given to students with a demonstrable interest in the topic and social media skills.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ANTHROPOLOGY 215: INTRODUCTION TO MEDICAL ANTHROPOLOGY AND GLOBAL HEALTH

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless the candidate has already been a TA for ANTH 215 completion of one upper level (400 or 500) course in Medical Anthropology is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course. Medical Anthropologists will be shown a preference.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.
- 5) If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ARCHAEOLOGY 205: Principles of Archaeology

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course

SELECTION CRITERIA

Course Eligibility - Step one:

Unless an individual has previously held a TA in ARCHY 205, completion of one archaeology

course at the 400 or 500 level is required to TA the class, as is completion of an archaeological field-school or equivalent field-experience.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section C for automatic ranking](#))

Progress through the program applied - Step three:
([See Part I, Section A for definitions of Seniority](#)).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

ARCHAEOLOGY 372: Archaeological Field Recording Techniques and

ARCHAEOLOGY 373: Principles of Archaeological Field Recording

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course. ***The T.A. will have to pass the Fleet***

Services Van Operator Training course. The T.A. will share their time between both ARCHY 372 and ARCHY 373.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible individuals should demonstrate expertise in archaeological surveying field techniques (e.g. tape and compass), with surveying equipment (e.g. Total Station, DGPS) surveying software (E.g. Field Genius, QField), and basic knowledge of GIS (particularly the latest version of ArcGIS). At the very minimum they will have taken ARCHY 373 (Archaeological Field Recording Techniques) and ARCHY 484 (Archaeological GIS), or similar, and have obtained a grade of 3.7 or above in both. The T.A. must have a valid driver license. In case of doubt, individuals interested in becoming TAs should meet with the instructor prior to applying in order to have their qualifications assessed.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as T.A. for the course, based on performance in ARCHY 372, ARCHY 373, or similar competency in archaeological mapping (e.g. use of DGPS, total station, compass) through prior coursework and/or field experience, and ARCHY 484 or similar
- 2) Teaching excellence, as judged from the teaching portfolio. Knowledge of departmental surveying equipment and software.
- 3) Promise of teaching excellence, if the applicant has no teaching experience
- 4) Academic merit, as judged from the professional, academic c.v.

ARCHAEOLOGY 482/486: Geoarchaeology: Seminar and Lab

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

Teaching Assistant is expected to have knowledge and/or experience with geoarchaeology; attend class regularly; hold regular office hours; be available to students by appointment; prepare and make presentation (lecture, group discussion, demonstrations) as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate;

assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course. The TA will divide their time with concurrently taught ARCHY 482 and ARCHY 486.

SELECTION CRITERIA

Course Eligibility - Step one: Only students who have completed ARCHY 482 are eligible for this position

Automatic Ranking Criteria applied - Step two: (See Part I, Section D for automatic ranking)

Faculty ranking process - Step three: Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Level of qualification to serve as TA for the course based upon performance in the advanced ARCHY 482. Within the group of people who have taken the course, applicants will be ranked by the grade received and by the amount of geoarchaeological experience in other settings (criteria not ordered)
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

BIOLOGICAL ANTHROPOLOGY 201: Principles of Biological Anthropology

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A teaching assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentations (lecture, group discussion, demonstrations) in sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other T.A.s for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; collect and deliver tests from/to DRS/OEA; hold make-up test sessions when needed; keep accurate and timely records of student grades for sections as necessary; assist with grading; conduct sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Unless an individual has previously held a TA in BIO A 201, completion of two upper-level (400+) Biocultural/Biological/Physical anthropology courses OR completion of BIOA 502 is required.

Automatic Ranking Criteria applied - Step two:

[\(See Part I, Section C for automatic ranking\)](#)

Progress through the program applied - Step three:

[\(See Part I, Section A for definitions of Seniority\)](#).

Faculty rank within groups defined by the above process - Step four:

Faculty may use the following criteria when ranking individuals of **equal ranking** after steps one through three:

- 1) Level of qualification to serve as TA for the course.
- 2) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
- 3) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
- 4) Academic merit, as judged from the professional, academic C.V.

If faculty wish to select an applicant outside of the cohort priority ranking categories (Step 3), they must provide a written explanation for the deviation to the GSA. Explanations will be kept on file by the Graduate Program Advisor. They will be made available to applicants and the sub faculty appointment committee in case of grievance complaints, but will not be shared widely.

BIOLOGICAL ANTHROPOLOGY 300: The Evolutionary Biology of Women

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

The Teaching Assistant is expected to have knowledge and/or experience with cross-cultural perspectives of human biology and/or biological anthropology; attend lectures regularly; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to the course; prepare and make presentations (lecture, group discussion, demonstrations) as requested by the faculty member in charge of the course; prepare visual aids and class handouts as requested by the faculty member; meet regularly with the faculty member in charge for course planning; assist in preparing assignments and test questions; assist with grading; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one: Eligible applicants will have evinced interest in biological anthropology, feminist perspectives of human biology, and cross-cultural perspectives in human

biology through previous undergraduate or graduate coursework in biological or evolutionary anthropology, medical anthropology, public health, behavioral ecology, biodemography, life history, health and behavior.

Automatic Ranking Criteria applied - Step two: (See Part I, Section D for automatic ranking)

Faculty ranking process - Step three: Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Degree of competence in the field of instruction. Applicants will be accorded higher rank who have evinced special interest in human reproductive ecology, feminist perspectives of human biology, life history, medical anthropology, public health, or evolutionary medicine, and have a competitive UW cumulative GPA.
 - 2) Level of qualification to serve as TA, will be based on grade achieved in relevant UW BIO A courses listed above (or their equivalents from previous institutions).
 - 3) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 4) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 5) Academic merit, as judged from the professional, academic C.V.
-

BIOLOGICAL ANTHROPOLOGY 355: Evolutionary Medicine

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled Sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one:

Eligible applicants will have course experience on evolutionary theory applied to human behavior and health (ideally in an anthropology department) or equivalent.

Automatic Ranking Criteria applied - Step two:
([See Part I, Section D for automatic ranking](#))

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

- 1) Previous experience and performance as a TA in this class
 - 2) Degree of competence in the field of instruction. Applicants will be accorded higher rank who have evinced special interest in evolutionary medicine, human genetics, human evolution, and biomedical anthropology, and have a competitive UW cumulative GPA.
 - 3) Level of qualification to serve as TA, will be based on experience in evolutionary theory (e.g. BIO A 470, 471, 472, 473, 477, 483).
 - 4) Teaching excellence, as judged from the teaching portfolio (e.g., student evaluations, instructor TA evaluations).
 - 5) Promise of teaching excellence, if the applicant has no teaching experience, as indicated by completion of a pedagogical course (i.e. Anth 599, Archy 599, or equivalent)
 - 6) Academic merit, as judged from the professional, academic C.V.
-

BIOLOGICAL ANTHROPOLOGY 389: Human Fossils and Evolution

JOB DESCRIPTION AND ELIGIBILITY REQUIREMENTS

Description of Job Responsibilities

A Teaching Assistant is expected to have knowledge and/or experience with the subject matter of the course in which he or she works; attend lectures regularly; meet scheduled Sections; hold regular office hours; be available to students by appointment; provide academic advising on study skills and writing skills as appropriate to a given course; prepare and make presentation (lecture, group discussion, demonstrations) in Sections as requested by the faculty member in charge of the course; prepare visual aids and class handouts as appropriate; assist in the preparation and teaching of laboratory sections and meetings; meet regularly with the faculty member in charge and with other TAs for course planning; prepare test questions; aid in the physical production of tests; monitor examinations; keep accurate records of student grades for Sections as necessary; assist with grading; conduct Sections evaluations; and any other duties appropriate to the successful conduct of the course.

SELECTION CRITERIA

Course Eligibility - Step one: Minimum requirement is successful completion of BIO A 521/522 (or equivalent as determined by the instructor). Additionally, eligible applicants will have evinced special interest in human paleontology by completing (or are in the process of completing) BIO A 487, BIO A 488 and other courses in human and/or comparative anatomy or paleoanthropology.

Automatic Ranking Criteria applied - Step two:
[\(See Part I, Section D for automatic ranking\)](#)

Faculty ranking process - Step three:

Faculty may use the following criteria when ranking between individuals in the same priority category as defined in step two:

ARCHAEOLOGY GSA

Summary

The Archaeology Graduate Student Assistant (hereafter "GS") is an employee of the Department of Anthropology hired to provide services to Department students and faculty, and supervised by a faculty GSA Supervisor. The GSA is classified as an Academic Student Employee (ASE) and is governed by a contract between the University of Washington and GSEAC/UAW. Position term is 11 months at 0.5 FTE.

Job Duties

Under the direction of the GSA Supervisor, the GSA assists in managing and maintaining archaeological laboratories and collections, and assists in supervising and facilitating access to and use of these resources.

In this capacity, the GSA Supervisor will direct the GSA to carry out tasks according to the following priorities: 1) inventory, manage, and maintain collections and equipment under the direct control of the GSA; 2) provide relevant training for lab protocols and/or instruction in equipment operation; 3) providing access to teaching collections for Archaeology faculty and instructors; 4) assist the Archaeology faculty, including overseeing and facilitating safety training for laboratory users, maintaining a record of such training, and limiting access, where relevant, to lab users who have completed lab safety training; 5) coordinating with faculty, staff and students to ensure compliance with all UW, state and federal safety rules; 6) providing consultation for student or faculty members writing STF equipment grants; and 7) other tasks as determined by the GSA Supervisor.

The GSA Supervisor will work with the Archaeology faculty and the GSA on a quarterly basis to determine specific work agenda items in a manner that reflect the above outlined priorities. The GSA must complete all relevant UW lab safety training as determined by the GSA Supervisor as soon as possible at the beginning of the job appointment.

Note that while the GSA assists the faculty to help ensure that the laboratory spaces and equipment are managed and used according to current UW, state, and federal safety rules, the faculty retain full responsibility for ensuring that these standards are met. If faculty members are not in compliance with UW, state, or federal safety rules, the GSA can consult with the GSA Supervisor, Anthropology Department Chair or the UAW union representatives for appropriate course of action.

Eligibility Requirements

To be eligible for consideration for this position, applicants must be making satisfactory progress in their Graduate Program.

APPOINTMENT PROCESS

Among eligible applicants, rankings will be made according to the following ranked criteria:

- 1) Extent of laboratory experience and expertise with archaeology equipment and related software, such as:
 - analytic balances
 - top loading balances
 - wrist-action shaker
 - drying ovens
 - furnaces
 - polishers
 - microscopes and related software
 - survey and mapping equipment (e.g., transits, theodolite, total station, GPS and GNSS receivers, and related software)
 - GIS software
 - digital calipers/interface
 - video/photography equipment and related software

For a full list of departmental equipment managed by the Archy GSA please see: <https://sites.google.com/a/uw.edu/archaeology-gsa/uw-archaeology-laboratory-field-equipment-and-teaching-collections-management>

Familiarity with database software for the management of equipment and/or knowledge of basic web-management software.

- 2) Seniority as defined in Part I, A4 ("...progress through the program....")
- 3) UW Cumulative GPA
- 4) Candidates who have already held the GSA position for two terms or more will be ranked lower than those who have not.

APPLICATION PROCESS

Candidates applying for the position must submit the following:

- 1) [Anthropology ASE Application Form](#)
- 2) Cover letter describing the candidate's qualifications for the position
- 3) Current CV Archaeology
- 4) GSA Supplementary Information Form

ARCHY GSA Supplementary Information Form

Department of Anthropology Academic Student Employee Appointment Document

Applicant Name _____

Date _____

I have read the description of Job Duties and Eligibility Requirements and understand the following:

- I am aware that this position is open to anthropology graduate students in all anthropology subdisciplines
- I am aware that this is a eleven-month position.
- I am making satisfactory progress in my graduate program
- I have laboratory experience and expertise with equipment managed by the GSA

Please answer the following questions to demonstrate that you have sufficient training and experience to fulfill the duties associated with the Archy GSA position. Along with your answers to these questions, you may submit corresponding documentation to support evaluation of your familiarity and expertise with equipment, collections, and software managed by the Archy GSA. This may include certificates of training, evidence of pertinent course work or other relevant materials.

- 1) Please describe your knowledge of equipment inventory procedures and related database software (RedBeam).
- 2) Please briefly indicate your knowledge of and familiarity with the STF and departmental equipment currently managed by the Archy GSA. For a list of these items please review: <https://sites.google.com/a/uw.edu/archaeology-gsa/uw-archaeology-laboratory-field-equipment-and-teaching-collections-management>
- 3) Please briefly indicate your knowledge of and familiarity with teaching collections and materials in the department of Anthropology.
- 4) Please describe your knowledge of lab equipment and software managed by the Archy GSA. (For a list of labs and related equipment see: <https://sites.google.com/a/uw.edu/archaeology-gsa/uw-archaeology-laboratory-field-equipment-and-teaching-collections-management>)

Signature

Date

Archy GSA Supplemental Application form (click here to download the form)