FOOD SYSTEMS, NUTRITION, AND HEALTH
UNIVERSITY *of* WASHINGTON | SCHOOL OF PUBLIC HEALTH

ACADEMIC STUDENT EMPLOYEE HANDBOOK

2025-26

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Who's Who in FSNH

Nichole Maiman Waterman
Operations and Admissions Manager, Student and Academic Services
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For pretty much everything related to your appointment, including position expectations, time schedule, learning technologies, document management, training, performance evaluations, and general course support (e.g., course supplies, equipment, textbooks, guest parking, course evaluations, etc.)

Jenifer Pesicka Hiigli
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Lisa Nordlund
Senior Adviser
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For undergraduate student and academic success concerns, Food Systems major/Nutrition minor questions, resource referrals, etc.

Michelle Trudeau
Administrator
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For timesheet and time tracking approval in Workday, HR compliance, etc.

Logistics and Position Overview

UW Human Resources Student Employment Information

Visit the Student Employment page on the UW HR website for general information about working at UW as a student including eligibility and hiring processes, time off and leave policies, required trainings, support resources, and more.

Workday

The University of Washington uses Workday to process payroll for all employees. ASEs should be responsive to emails from Workday and/or UW Human Resources (HR) about various requirements and processes. While Food Systems, Nutrition, and Health (FSNH) staff facilitate the hiring process, the SPH Office of the Dean (OD) manages the formal HR process after ASEs have been selected.

Timesheets and Time-Off Tracking

Timesheets are due on the final day of each pay period (the 15th and the last day of the month). Your first timesheet will be due on the last day of the first period you work. If your first day worked is between the 1st and 15th, your timesheet is due on the 15th; if your first day worked is between the 16th and last day of the month, your timesheet is due on the last day of the month.

It is very important to meet timesheet submission deadlines so that they can be approved and processed before the payroll cutoff. We highly recommend that you set reminders on your calendar to submit your timesheet on the 15th and last day of each month.

Please note that you may still need to submit a timesheet even if you have zero (0) hours worked during a pay period. Also, it is not possible to access Workday timesheets after the end of an appointment, so enter your hours just before your appointment date ends.

- **Hourly ASEs** (reader/graders) are required to track hours worked and submit timesheets in Workday. Hours may be entered as they are worked, but timesheets should only be submitted at the end of each pay period.

  Find general information about Workday for hourly staff and links to user guides on the Employee Workday Help website.

- **Salaried ASEs** (teaching assistants, research assistants, graduate staff assistants, and predoctoral instructors), are required to request and track the use of paid holidays and sick time off in Workday. By standardizing procedures and automating calculations, this can help ensure you can use the time-off awards granted by your contract. *Note: you do NOT need to enter hours worked or vacation time off in Workday.*

  Visit the UW Human Resources website for more information about time-off policies and common questions.

Union Affiliation

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121.

Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting and while you hold your appointment. You will be offered an opportunity to join UAW Local 4121 and can find more information regarding membership on the UAW Local 4121 website.

Appointment Duties, Expectations, and Performance Evaluations

Plan to meet with your appointment supervisor before and regularly during the quarter to discuss your position's responsibilities and expectations. Your supervisor will provide you with necessary materials prior to the start of

your appointment. In roles providing course and instructional support, it is important to note that you may be asked to manage additional tasks if new needs or situations arise during the quarter.

Your supervisor will complete a performance evaluation for you at the end of your appointment. We encourage you to review the evaluation form with your supervisor at the beginning of your appointment so that you are familiar with the criteria used to assess your work. Ask questions and seek clarification if anything about the expectations for your position is unclear. For example: What is your supervisor's preferred mode and frequency of communication? What is the expected response time to communications from your supervisor and/or to students? You are also encouraged to ask for performance feedback periodically during the quarter as it will give you an opportunity to make adjustments and help prevent any surprises at the end of the quarter.

Grading

Your involvement in and responsibilities for grading and recording grades will vary based on the course. Please speak with your supervisor about the course's assignment/exam types, your role in grading, grading guidelines/rubrics, how to record grades, and how to address student questions/concerns related to grades. If you or the instructor have questions about the UW Grading System, please reach out to the Director of SAS.

Course Evaluations

TAs who lead quiz or lab sections will be assessed via a separate course evaluation by students in that section. Reader/graders (RGs) are not assessed through official course evaluations.

A few things to note:

- Allow students 10-15 minutes of class time to complete the online evaluation.
- Step out of the room while the students complete the evaluation.
- Find general information about course evaluations on the Office of Educational Assessment's website.

You will receive an email during the quarter with more information. That email is also the prompt for you to speak with your instructor about when to do course evaluations with your section(s). All course evaluations will be ordered by FSNH staff.

Course Support and Resources

Room Assignments

Room assignments for course lecture and quiz sections, if applicable, are listed in the quarterly Time Schedule.

Detailed information about classrooms, including room layout and size, number of student seats, equipment, photos, etc., is available online. You are encouraged to visit your classroom(s) before the start of the quarter to determine whether you will require a laptop adapter or other supplies.

Upper Campus Classrooms

- For Upper Campus classrooms, there will be a note if a Technology Key or Husky Card is required to access your room's equipment.
- Please report a problem with your classroom to Academic Technologies and send a note to nspfund@uw.edu as soon as possible. FSNH staff may be able to help you rectify the situation more quickly.

Health Sciences, Health Sciences Education Building, and South Campus Center Classrooms

- For Health Sciences classrooms, there will be a note if a key or Husky Card is required to access your room's equipment.
- Contact Classroom Services (CRS) at 206-543-6729 or crshelp@uw.edu with any questions. Located in T-291A, they are available Monday-Friday, 8:00 am-5:00 pm.

Room Scheduling

Reach out to nspfund@uw.edu to reserve a room in Raitt Hall if you need space for students to take a make-up exam or complete another class-related activity. The options in Raitt are 229 (both the larger space or one of three private offices), 311, and 330-D. Depending on the space, someone in the FSNH main office may need to unlock the door for you.

Note that these rooms are used by all FSNH faculty, staff, and students, so the sooner you reach out about making a reservation, the better. If the Raitt Hall rooms aren't available, there are other options on campus where staff can direct you.

Equipment Pickup – Health Sciences

For courses held in Health Sciences, instructors may reserve a laptop or other equipment from Classroom Services (CRS) for use during class. If the instructor has equipment reserved, they may task you with picking it up right before class from T-291A and returning it immediately afterward. You may also be asked to contact CRS to make reservations for special equipment (e.g., delivery and setup of a table for a course session that will involve panel presenters). Please contact the Administrator for budget numbers if asked to provide payment.

CRS has a cancellation policy and may charge a fee for audio/visual equipment reservations that have been canceled fewer than 24 hours in advance or for equipment not picked up on the arranged pick-up date. Please notify them as soon as possible at 206-543-6729 or crshelp@uw.edu if you know the equipment will not be needed for a class date. Be sure to include the course number, date(s) you need to cancel equipment pickup, instructor name, and room number.

Laptop Adapters

If you are leading quiz sections, we have a variety of adapters available for your use during the quarter. If what you need is not available, please provide a description or the URL to one that will work, and we'll try to order it.

Learning Technologies

UW-IT offers free workshops to current UW students, faculty, and staff on teaching tools such as Canvas, Panopto Lecture Capture, and Poll Everywhere. All TAs and RGs should take a Canvas workshop in preparation for their position.

For general information and links to help documents, visit:

- [Canvas](#)
- [Panopto](#)
- [Poll Everywhere](#)
- [Zoom Video Conferencing](#)

Zoom

All students, faculty, and staff have access to a free UW Zoom Pro account, accessible with their UW NetID. The UW's contract with Zoom also provides your account with FERPA compliance. UW IT offers services such as Panopto for course recordings and UW Google Drive or OneDrive for Business to support the storage of all recording files if storage is required. Additional information on UW Zoom video conferencing, including security, user training webinars, and online help, can be found on the UW IT website.

Supplies

If you need any supplies for your course or quiz section(s), please reach out to FSNH staff in the 305 Raitt main office. There are many supplies available, but staff can place an order for anything else required. Please plan accordingly to allow time for ordering and shipping; at least two weeks' lead time is best.

Printing/Copying/Scanning

There are two options for printing, copying, and scanning:

- Main office Ricoh printer: please see FSNH staff for assistance.
    - Please print double-sided and black and white.
    - Documents can be printed from a flash drive.
    - Colored paper is available for your use.

- [Creative Communications](#) (for large print jobs): please contact nspfund@uw.edu for approval and budget numbers. Forward order confirmations to nspfund@uw.edu.

Thank-You Notes

Thank-you notes should be written to guest speakers within a week of their visit. Blank notes and envelopes are available from the FSNH main office.

Thank-you notes for UW employees should be sent through Campus Mail; search the [UW Directory](#) for the campus mailbox number. Give written and addressed thank-you notes to FSNH main office staff, and they will mail them for you. Address the envelope as follows:

> Name
> Box Number XXXXXX

Thank-you notes for people who do not work at UW will be mailed from the FSNH main office. Make sure to get the guest speaker's business card or ask for their address. Give written and addressed thank-you notes to FSNH main office staff, and they will add return address stickers and postage and put them in the mail.

Parking for Guest Speakers

FSNH staff can arrange parking for guests who do not work on the Seattle campus. We are unable to provide reimbursement for other forms of transport (public transportation, Uber, Lyft, taxi, etc.). If possible, submit a single request before the start of the quarter with information for all guest speakers. If not, please make individual requests two to three weeks in advance. To request arranged parking, email nspfund@uw.edu with the guest's name, course number, and date of visit.

FSNH staff will email you driving directions and parking information to forward to each guest speaker. If your guest needs to cancel or reschedule, please email nspfund@uw.edu as soon as possible.

Textbooks

If you receive a desk copy of the course textbook at the start of the quarter, be sure to return it to the instructor or FSNH staff in the main office at the end of the quarter.

Document Management (exams, papers, etc.)

Instructors are required to retain all student exams, papers, projects, and other assignments (hardcopy and electronic) for one quarter beyond the end of the course's quarter. At the end of the retention period, the instructor will shred or delete the materials.

All hardcopy student materials, including exams, papers, etc., must be in the instructor's or FSNH's possession at the end of the quarter. If you or the instructor would prefer FSNH to securely store student materials, please drop them off with FSNH main office staff.

All electronic student materials must be in the instructor's possession at the end of the quarter. If you have any electronic student materials, securely transfer them to the instructor and then delete your copies. If all materials are in Canvas, transferring isn't necessary.

Working with Students

FERPA

Enacted in 1974, FERPA (Family Education Rights and Privacy Act) is a set of regulations that applies to those institutions receiving funding from the Department of Education. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

An education record is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key distinction of education records is that they are shared. Education records can exist in any medium including handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others.

You are responsible for understanding and following FERPA regulations. Familiarize yourself with FERPA by reviewing the UW's [FERPA website](). Note that FERPA-protected information, such as grades, cannot be shared via email under any circumstances.

Electronic Communication with Students

It is highly recommended that all electronic communication with students be done via Canvas because of student privacy and record retention. You can encourage this behavior by noting on the course's home page for students to reach out to you only through Canvas and by not providing your email address.

When your position requires you to engage with students, staff, faculty, and community partners on behalf of the instructor or FSNH, please use your UW email.

Student Athletes

Student athletes are responsible for providing you with their practice/meet schedule on an official UW Student Athlete form. They are also responsible for working with you and the instructor to create a plan for any missed assignments or exams. Not all students will need special accommodation for missed classes/quiz sections, but students should always provide you with an official form if they do.

Registration/Section Changes

You may hear directly from students interested in registering for undergraduate courses or asking to change sections. While we do not maintain waitlists or overload our courses and students are directed to check online for space, we encourage you to refer students asking for schedule changes to FSNH undergraduate advising ugnutr@uw.edu.

Office Hours Scheduling

To reserve one of the three private offices in the FSNH Student Center (229 Raitt) for office hours, reach out to nspfund@uw.edu with your request for a recurring date and time for the quarter.

Please discuss your instructor's expectations for your office hours and whether Raitt Hall is the most suitable location prior to submitting a request.

Student Support

Student Concern Policy

In 2018, the School of Public Health (SPH) revised its [Student Concern Policy](#) to better partner with students to resolve conflicts and address concerns that arise during the student's educational program. Students are invited to pursue resolution of concerns that arise because of their enrollment in SPH through informal or formal processes. Faculty, staff, and administrators will act in good faith to listen, understand, and work in partnership with students to resolve issues that impact students individually, and to consider the totality of reported concerns to improve the school climate and educational outcomes for all students.

Students are encouraged to attempt to address concerns informally as they arise. While not exhaustive, likely avenues of redress include:

- To the instructor and/or ASE: classroom instruction and climate issues.
- To the instructor and/or program director: concerns about the curriculum.
- In direct interaction with a peer: concerns arising with the peer.
- With the faculty advisor or their supervisor: issues with the advisor-advisee or supervisor-staff relationship.

Students are encouraged to seek assistance and enlist the support of their staff adviser or student services coordinator as an advocate but still attempt the resolution directly with the individual with whom they have a concern or conflict. The adviser can act as a source of information and assistance, discuss options for resolving concerns, and help students determine alternative reporting options they can pursue. In cases where it is not clear, the student may also contact SPH Student and Academic Services or the Chief Diversity Officer for guidance on resolving conflicts in the school.

Graduate students in ASE positions are more likely to be involved in cases where multiple relationships may simultaneously exist and are encouraged to reach out to the Director of SAS to help consider the best redress pathway.

In cases where direct communication does not lead to the hoped-for resolution, students can pursue a formal course of action. FSNH has identified the Director of SAS as the first contact for the formal process. Students who seek further redress can take their concern to the SPH Office of the Dean for a hearing. A hearing committee will be convened to review all collected information about the concern and conduct interviews if needed, to develop a resolution recommendation for the Dean.

Student Referrals

First and most important: never hesitate to consult with FSNH Student and Academic Services staff about any student issues, big or small. If you are unsure where to start, reach out to the SAS Director, who can help determine next steps.

If you are working with a student interested in the Food Systems major or Nutrition minor or needs referral to other services, including advising, please guide them to the information outlined on the [undergraduate advising page](#) of our website and encourage them to make an appointment with advising staff.

If you are working with a student who needs a more direct handoff via email, please include us in your message to the student by copying ugnutr@uw.edu.

If you have emergency concerns about a student's safety and well-being, please reach out to [Safe Campus](#), the UW's violence-prevention and response program, at 206-685-7233, and loop in the SAS Director immediately. If you need us to reach out to a Food Systems student who is struggling academically or otherwise, please let the SAS Director or Senior Adviser know by sharing the student's name and the nature of your concern.

Student Access and Accommodation

Disability Resources for Students – General

Students who qualify for [Disability Resources for Students](#) (DRS) may request specific accommodations (e.g., time-and-a-half on exams) to help them succeed in the course. DRS will email the instructor(s) of record a notification for every student in the course who is registered with DRS. Discuss DRS accommodations with the instructor and identify who (you or the instructor) is expected to communicate with the student about accommodations throughout the quarter.

If you are asked to work with DRS students: when notified by DRS about a student in your course, it is recommended that you reach out to the student via Canvas, understanding that the student may not want/need accommodation for the course and may not reply. For example, if a student needs time-and-a-half for exams and your course does not have exams, they won't need that accommodation. The following is sample text you can edit based on what happens in the course:

> I received an e-mail from [Disability Resources for Students](#) (DRS). Given the (*unique learning methods, non-standard exams, group work, etc.*) of this course, I highly recommend meeting if you would like accommodation. A meeting will allow us to discuss options and what will work best for you. No action is required if you do not want to discuss accommodation, but you can choose to pursue it at any time during the quarter. If you would like to set up a meeting, I am available (*during my office hours listed on the Canvas site, at these specific times, by appointment, etc.*).

After the message has been sent, you have done your due diligence, and it is up to the student to communicate if they want accommodation. If the student replies to your email, everyone should work together to figure out the plan. The Director or Senior Adviser can provide some guidance and staff at DRS are very willing to help. They can be found in 011 Mary Gates and reached at uwdrs@uw.edu or 206-543-8924.

Disability Resources for Students – Exams

[Alternative testing accommodations](#) can be facilitated by your faculty supervisor, FSNH advising staff, or through the DRS Testing Center or Proctoring Service. Students should discuss their preferred testing location with their instructor; however, faculty make the final decisions about whether an exam will be accommodated in Raitt Hall (FSNH's building) or in DRS during business hours. Please see the link above for more information.

If scheduling the exam at the DRS Testing Center, you will be required to provide your cell phone number – and answer your phone – if any questions come up during the exam.

Another option is to reserve a room in Raitt Hall (see Course Support and Resources > Room Reservations).

SPH Access & Advocacy Coordinator

SPH has its own Access & Advocacy Coordinator, Chelsea Elkins, who focuses on implementing accommodations and other DRS services for students with disabilities enrolled in SPH courses. If you are curious to learn more about the DRS process, how to support students with disabilities, or get some advocacy support, please reach out to [sphaccess@uw.edu](#).

Religious Accommodation

Effective July 28, 2019, it is the policy of the University of Washington to reasonably accommodate students' religious observances in accordance with state law. Any student seeking reasonable accommodation must submit their request to the Office of the University Registrar within the first two weeks of the course. Additionally, this exact statement is required in each course syllabus and on Canvas:

> Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at Religious

Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form (https://registrar.washington.edu/students/religious-accommodations-request/).