

Policy Title:	Graders
Policy Number:	2.2.0
Effective Date:	11/06/2003
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Approved By:	ME Executive Committee

Policy:

NATURE OF THE JOB

1. Graders are hired on an hourly basis, typically restricted to 90 hours per semester.
2. It is essential that graders keep their activities within the hours allotted. If at any time it appears that this may be a problem, the grader must notify their supervising faculty so that appropriate adjustments can be made. This must be done in a timely fashion.
3. The duties typically performed by grader include grading homework and other course assignments and maintaining grade book(s).
4. The supervising faculty has formal responsibility and authority for directing and monitoring the grader's activities.
5. It is the responsibility of all parties to maintain an effective working relationship, but if problems occur that cannot be resolved, it is the responsibility of all parties to inform the (Asst. Assoc.) Chair.
6. Graders are subject to the University's work rules

Related References (if applicable): See 2.1.0 Teaching Assistant, Related References

Procedure:

1. After grader openings have been announced (late each semester for positions the following semester), applicants may obtain an application form from the Department's Student Services Office, and must return it by the deadline announced. In general, only a limited number of grader positions are offered to incoming students.
2. When evaluating applicants, the (Asst. Assoc.) Chair of the Department, in consultation with instructing faculty, will consider:
 - a. Factors relating to the academic mission of the department, including the applicant's ability to effectively perform as a grader for courses;
 - b. Academic record, letters of recommendation, previous relevant experience, record of satisfactory performance;
 - c. Compliance with all applicable University rules and

- regulations, including good standing as a student;
- d. The Department will consider students from other departments only when there are no qualified applicants from the Department of Mechanical Engineering;
 - e. Favored consideration will be given to applicants who have previously taken and excelled in the course(s) for which they have applied;
 - f. When applicants for a position are equally well qualified, consideration will be given to whether an applicant has available alternative sources of funding;
 - g. The Department does not normally employ a grader for more than six semesters.