



## Reader/Grader Contract

The Henry M. Jackson School of International Studies.  
University of Washington, Box 353650

- Use this form to notify the **Business Office** and **Academic Services** that a graduate student has been appointed as a reader/grader in your JSIS course.
- To warrant a reader/grader a course must generally have a **minimum enrollment of 40 students** on the 10th day of the quarter (check the UW Time Schedule after the 10th working day of the quarter). Exceptions to this must be approved by the program funding the reader/grader.
- The time that a reader/grader can devote to your course is limited to **1.5 hours per enrolled student** over the course of the quarter (e.g. for 50 students the reader/grader's available time over the quarter is 75 hours)
- The instructor must provide the reader/grader with a list of duties based on the reader/grader's total available time.
- Instructor and reader/grader should then sign this form.
- The compensation formula for the reader/grader is: **NUMBER OF STUDENTS \* 1.5 \* HOURLY RATE** (Current minimum hourly rate is \$19.97 (AY2023-2024) [Student hourly employee compensation and work hours limits - Compensation \(uw.edu\)](#)). The funding program may choose to pay a higher hourly rate.
- The reader/grader will be paid **after the end of the quarter** in one lump sum.
- **How to submit this form:** Once you have added the 10th day enrollment please scan the completed and signed form and upload to JSIS funding system Add Reader/Grader Contract (db.jsis.washington.edu/JSISAdmin). If you have any questions about this latter step, you can contact Don Craig [rhomboid@uw.edu](mailto:rhomboid@uw.edu).
- Once you have completed this form and uploaded the signed pdf form, click 'Add Contract' and an email will be sent to the following three people.
  - Jaime Fitch (Academic Services) [jgrocock@uw.edu](mailto:jgrocock@uw.edu)
  - Maggie Chen (Business Office) [maggchen@uw.edu](mailto:maggchen@uw.edu)
  - The person managing this process for the funding program.

**Please provide the following information:**

Quarter and Year (e.g. WINTER 2018) \_\_\_\_\_

JSIS Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

10th Day Enrollment \_\_\_\_\_

Instructor (Last name, first name) \_\_\_\_\_

Reader's Name (Last name, first name) \_\_\_\_\_

Reader's Home Unit \_\_\_\_\_

Reader's Student Number \_\_\_\_\_

Reader/Grader will (check all that apply):

grade multiple-choice quiz and exam questions

grade short-answer quiz and exam questions

grade essay answers on exams

grade required papers

calculate course grades

other (specify):

**Reader/Grader Acknowledgement**

By signing below, I hereby acknowledge that I have completely read, fully understand and agree to my duties as a Reader/Grader listed above.

Reader/Grader

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Instructor

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*