



Reader/Grader (R/G) Contract

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Page 1 of 2: Definitions & Process

What do readers/graders do, and who are they?

- A reader/grader (r/g) is a paid (hourly) student employee who assists faculty with reading/grading responsibilities.
 - A reader/grader can devote 1.5 hours per enrolled student over the quarter
 - TOTAL TIME ONE R/G CAN WORK IN THE QUARTER = 1.5 HOURS x NUMBER OF STUDENTS**
- Job responsibilities:
 - Reading/Grading exams – faculty need clear grading expectations/rubrics for exams
 - Reading/grading reflections or writing assignments – faculty must provide grading rubrics for all writing assignments.
- They can be graduate or undergraduate students.
- They must be registered for classes and be present in WA state during the quarter they are a R/G.

What do readers/graders NOT do?

- A reader/grader is **not expected to attend classes**. They may attend one or two lectures (relevant to the assignment they are grading—this will count toward their total hours), but the overall expectation is that they do not attend lectures. They are hourly employees, and their time is spent reading/grading and not attending class.
- They do not have a teaching role and cannot teach quiz sections or segments of a lecture/class.

How do faculty qualify for reader/grader support?

- Enrolled students by the start of the course:
 - 40-75 students = ONE reader/grader
 - 75-100 students = TWO readers/graders (each R/G is responsible for half the # of students)

Reader/Grader Compensation

- The payment is submitted in **one lump sum at the end of the quarter**.
- This AY's hourly rate is **\$21.57 (2024-2025)**.
- The compensation formula for the reader/grader is:
 - TOTAL R/G COMPENSATION = NUMBER OF STUDENTS x 1.5 HOURS x HOURLY RATE**

Procedure

- Confirm** your course qualifies for a reader/grader and how many (questions, email: **Jaime Fitch** (jgrocock@uw.edu)).
- Identify** where you want help from a reader(s)/grader(s). As the expert on your course, syllabus, and assessment plan, the instructor must help identify a reader/grader and their responsibilities.
- Identify** a student reader/grader and help complete, sign, and submit the brief Contract form to hire the student(s): **Contract Form**
 - If you need help identifying potential grad students who could be graders, contact Jesús Hidalgo at jhidalgo@uw.edu
 - The instructor must **provide the reader/grader with a list of duties based on the reader/grader's total available time**.
- Please read through the **Contract Form** so you can complete it to hire the student.
- Complete** the **Contract Form** and **sign it** — The instructor and the reader/grader **MUST** sign this form.
- Upload & Submit** the signed Contract to the **JSIS funding system**.
 - Login > Add and View Scholarship, Fellowship, Small Award, Small Payment Recipients, or Reader/Grader Contracts >> Add Reader/Grader Contract >>> Add information, upload signed contract, and **SUBMIT**

Questions: Who to contact?

- General questions on the form, what to include, and/or how to submit it – **Jaime Fitch** (jgrocock@uw.edu)
- HR questions about student hiring – **Susan Engel** (see77@uw.edu)
- Payroll questions about graders/readers - **Maggie Chen** (maggchen@uw.edu)
- Issues with accessing or uploading the signed contract via **JSIS funding system** – **Don Craig** (rhomboid@uw.edu)
- Student-specific questions: how many R/G, questions about eligibility – **Jaime Fitch** (jgrocock@uw.edu)
- Help identify potential JSIS graduate students as a reader/grader – **Jesús Hidalgo** (jhidalgo@uw.edu)

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Provide the following information:

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Course information:

Quarter and Year (e.g., WINTER 2026): _____

JSIS Course Number (include joint): _____

Course Title: _____

Enrollment: _____ Expected Start Date: _____

Instructor (Last name, first name): _____

HR information for adding Reader/Grader (R/G) into Workday:

R/G Name (Last name, first name): _____

R/G Home Unit: _____

R/G Student Number: _____

R/G registered for classes during the: AUT; WIN; SPR; SUM quarter – must be registered to take classes.

R/G is in Washington State for this quarter: YES; NO – *if NO, then the student cannot be a R/G.*

Reading/Grading Agreement:

Reader/Grader will (check all that apply):

grade multiple-choice quizzes and exam questions

grade short-answer quiz and exam questions

grade essay answers on exams

grade required papers

calculate course grades

Additional Details or other reading/grading expectations, please specify:

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

Reader/Grader

R/G Signature

Date

Instructor

Instructor Signature

Date