College of Letters & Science
UNIVERSITY OF WISCONSIN–MADISON

# Student Assistants - Helpful L&S KB's

| L&S KB's | How can this KB help you? |
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| Student Assistant Leave: https://kb.wisc.edu/ls/24845 | Of course, this KB provides you with the basics of sick leave: who's eligible, how much leave is given, and how to use/count leave for a specific person.<br><br>● But, it also has a sample spreadsheet you can download and use to track leave (since SA leave isn't tracked in any formal systems right now)<br>● it helps you strategize next steps when a TA is out sick |
| Standard Rates for Short-term Staff and Student Assistants https://kb.wisc.edu/ls/28638 | As expected, this KB gives all STS/SA rates and titles in one easy place.<br><br>● But, it also includes some basic info to help better understand the differences in these positions<br>● And, it provides a structured overview of these positions<br>● It also gives you the new titles in use now after TTC |
| Student Assistant Appointment Letters https://kb.wisc.edu/ls/22288 | This KB provides template letters for SA's, but also so much more:<br><br>● It helps to better describe the differences between the more complicated types of appointments<br>● it tells you when each template letter was last revised (so you don't have to go inside the template to see that)<br>● it gives the semester start/end instructional dates you'll need to include in your letters<br>● it guides you through calculating gross salary and biweekly salary, and includes a link to the FLOAT tool for doing this more easily<br>● Finally, it provides a summary of when the grad school limitations on maximum levels of appointments is in effect, and a general summary of the limitations |
| Undergraduate Assistants https://kb.wisc.edu/ls/93858 | Of course, this KB provides you with basic information about Undergraduate Assistants acting as TA's (Teaching Assistants), but it also provides the information you need to request approval for these positions. |
| Grader/Reader Appointments https://kb.wisc.edu/ls/internal/page.php?id=24247 | This KB helps you understand more about what Grader/Readers do, and how their duties differ from Teaching Assistants. |
| Spoken-English Proficiency for Teaching Assistants https://kb.wisc.edu/ls/25268 | Refer to this KB when you need to understand more about how english proficiency relates to Teaching Assistant appointments, and how to interpret SPEAK test scores. |
| Teaching Assistant/Grader Plans https://kb.wisc.edu/ls/88882 | This KB provides instructions for the annual TA and Grader staffing exercise in L&S, including instructions and deadlines. |
| Performance Evaluations for TAs, PAs, and UAs https://kb.wisc.edu/ls/93854 | As expected, this KB provides general expectations for how departments conduct performance evaluations, with helpful tips and best practices. |

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