



## Student Assistants - How L&S Can Help

<b>Laura Fisk: Graduate Assistant Employment</b>	
Human Resources Associate Director; <a href="mailto:laura.fisk@wisc.edu">laura.fisk@wisc.edu</a>	
Concern/Issue	Examples
<b>Performance Issues</b>	What steps do we need to take when a grad assistant is not performing well in their job? How do I verify whether a grad assistant is in their initial probationary period?
<b>Sick Leave</b>	How do I know how much sick leave a grad assistant has available, or how much they should use for a specific absence? What options do we have to help cover for a TA who is absent? We cannot find enough grad students to cover for our TA's – what are some other options to help provide coverage? How can I verify whether a specific grad student can take on additional work to help cover for an absent TA?
<b>Changes to Grad Assistant's Job/Accommodations</b>	What do I do if a grad assistant says they have a medical condition and need to make a change in their schedule, or work remotely?

<b>Lynne Prost: Academic Program &amp; Instruction</b>	
Assistant Dean - Graduate Student Academic Affairs; <a href="mailto:lprost@wisc.edu">lprost@wisc.edu</a>	
Concern/Issue	Examples
<b>TA Workloads</b>	When creating a new TA position, what is an appropriate appointment %? What if a TA wants to teach 3 sections instead of the usual 2? How does that affect the workload and appointment %? What kinds of duties are typically included in workloads? We don't have workloads for a lot of our positions...help!?!?
<b>L(SA) PD (Professional Development)</b>	What PD activities can we use to increase the appointment % for an LSA?
<b>Support Guarantee Letters</b>	What information is required? How do we write a good letter?
<b>Academic Performance</b>	Help navigating the process when considering dropping someone from the graduate program
<b>TA Trainings &amp; Professional Development</b>	What information is given to TAs at the L&S TA training? How can our departmental trainings coordinate with/build on the L&S training? How can our department better support/encourage TA professional development?