



Workload Expectations Plan for Graduate Assistants/Associates

Name:

Faculty Supervisor:

SID:

Course(s), if GTA:

Semester / Year:

FERPA

TATO

HOV

ESPE

COVID

CALS GTA

Major:

ENVS PHD

ENVS MS

Other, specify:

FTE:

0.25

0.33

0.50

Other, specify:

(10 hrs/wk)

(13.5 hrs/wk)

(20 hrs/wk)

GTAs should not perform specified duties until this form has been submitted and approved.

Goals/Duties consistent with assigned FTE, including deadlines and timeframes, as relevant:

Scope of Mentoring:

Number/Dates of planned meetings to provide feedback:

I agree to work the appropriate hours for this assistantship.

_____ Student Signature

_____ Date

I agree to monitor the student's workload so that the work does not, on the average, exceed the assigned FTE. In addition, I agree to provide regular feedback and supervision for this student.

_____ Faculty Supervisor Signature

_____ Date



Workload Expectations Supervisor Assessment

Faculty supervisors should hold a final assessment meeting with their GA before the end of the Academic Year (end of semester for GTAs) and submit this page to ENVS for documentation no later than **Reading Day**. A separate assessment survey will be sent to GAs for feedback.

Student Name:

Student Performance:

Outstanding

Satisfactory

Unsatisfactory

Comments/Recommendations:

Supervisor Name:

Date:

Supervisor Signature

For Dept Use:



Student or Faculty issues and/or concerns should be immediately brought to the attention of the appropriate organization:

- Director Graduate Studies / ENVS Department Head
- Associate Dean, Graduate College
- Office of Institutional Equity
- Ombudsperson

Intellectual Property (GRAs) to be determined between Faculty Supervisor and GRA.

Additional information:

Graduate College [Policy on Graduate Assistant / Associate Workload](#)

[Health Care Policy and Enrollment](#)

ENVS GRA/GTA Academic Rates for AY

Graduate BASE Tuition paid by Grad Assistants/Associates (GAs) for AY

_____ ENVS DGS/Head Signature _____ Date

_____ Date submitted to ENVS



Procedure for processing GAs

GTAs

GTA written approval by Major Professor

GTA offer sent to student by Dr. Chorover, via email

GTA offer accepted, initiating ENVS GA **Workload Expectations** form to Instructor, then to student.

The ENVS GA Workload Expectations form formally submitted to the ENVS Graduate Advisor for processing who then forwards the form to the ENVS DGS for final approval and signature.

Notification is sent to ENVS Business Office to initiate processing of hiring NOA.

GRA

GRA offer accepted, initiating ENVS GA Workload Expectations form to Instructor, then to student.

The ENVS GA **Workload Expectations** form formally submitted to the ENVS Graduate Advisor for processing who then forwards the form to the ENVS DGS for final approval and signature.

Notification is sent to ENVS Business Office to initiate processing of hiring NOA.

SUPERVISORS

Submit completed **Workload Expectations** form to ENVS before student begins GA for semester or AY.

Follow up with GAs by ENVS to evaluate – use GA survey