

Graduate Assistantship & Lab Manager Guidelines

Introduction

This document contains guidelines for Graduate Assistants and their Lab Manager supervisors. The goal is to avoid unrealistic expectations or inappropriate tasks from lab managers while ensuring that all parties are communicating properly.

Guidelines

- Both GAs and lab managers should use FSU email to communicate instead of phone calls or texts unless it is urgent or an emergency.
- GAs are expected to respond to lab manager emails within 24 hours. Likewise, lab managers should give assistants 24 hours to respond to an email before following up unless it is urgent or an emergency.
- Lab managers should respect the assistants' work schedules and contracted hours. Do not contact them outside their work hours or expect them to be "on-call."
- GAs should be scheduled at a single location for each shift. Only in special circumstances should GAs work in multiple locations during the same shift.
- Lab managers and GAs should email the Graduate Director and the corresponding area head if there are any issues.