

Graduate Assistant & Supervisor Guidelines

Introduction

This document contains guidelines for Graduate Assistants (GAs), their supervisors, and associated area heads. The goal is to provide realistic and appropriate expectations for work, scheduling, and communication.

Graduate Assistant Expectations

While work expectations vary depending on the lab, these general guidelines apply to all GA positions:

- GAs are expected to report to their scheduled shift on time. Except in the event of an emergency, the GA should notify the Lab Manager at least 24 hours in advance if they must miss a scheduled shift.
- GAs are assigned tasks by the Lab Manager. Assigned tasks take priority over personal work in the lab, the GA's own coursework, etc. Sleeping on the job, not completing assigned tasks, and not attending to students' needs are examples of unsatisfactory performance.
- If a GA misses any hours, those hours must be reported to the Lab Manager. The hours must be made up in a subsequent week. GAs cannot be paid for hours they have not worked.
- If Personal Protective Equipment (PPE) is required for a task, the Lab Manager will provide it.
- GAs are expected to follow the Communication guidelines below.

At the end of each semester, the university requires that each GA's work performance is reviewed. Unsatisfactory performance may result in reassignment or loss of the student's assistantship, stipend, and tuition waiver.

GA Supervisor Expectations

- Lab Managers are typically the direct supervisors of GAs. There may be cases where a faculty member or other staff member is the supervisor.
- Supervisors should respect the assistants' work schedules and contracted hours. Do not contact them outside their work hours unless it is to provide information for their upcoming shifts.
- GAs should be scheduled at a single location for each shift. Only in special circumstances should a GA be required to work in multiple locations during the same shift. When this occurs, consideration should be given to avoid creating unnecessary burdens for the GA regarding transportation, parking, and classes scheduled around the shift hours.

Faculty and Area Head Expectations Regarding Lab Managers

- Faculty members should respect the Lab Managers' work schedules and contracted hours. Do not require tasks outside of their work hours.

- The scope of Lab Managers' work does not include working on faculty research or personal projects. Likewise, each Lab Manager is responsible for work within their own lab: work outside of that area must be requested through the Equipment Manager.
- Area Heads should meet regularly (e.g., monthly) with their Lab Manager to discuss lab objectives, funding, lab use, upcoming tasks, etc.
- Any requests for work to be done by Lab Managers should be made with ample lead time.

Communication

- GAs, Supervisors / Lab Managers, and Area Heads 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 emails from a supervisor within 24 hours. It is always best to send a simple acknowledgment email when a detailed response isn't required. Supervisors should give assistants 24 hours to respond to an email before following up unless it is urgent or an emergency.
- Supervisors and GAs should email the Graduate Director and the corresponding area head if there are any issues. This includes reports of non-responsiveness to email communications, attendance issues, and poor quality of work.