

Graduate Research Assistant (GRA) Agreement

Department of Educational Psychology (EDP), University of Texas at Austin

GRA: _____ EID: _____
 Faculty Supervisor: _____ Appointment Dates: _____
 Research Project(s): _____

INSTRUCTIONS: Prior to assignment, GRA and faculty research supervisor must complete and return this agreement to the EDP Executive Assistant.

Workload Policy: GRA workload should not exceed an average of the # of hours per week of the assignment. GRAs are NOT responsible for assisting with faculty supervisor’s coursework, errands, or personal tasks. GRAs are expected to contribute, under supervision, to a program of departmental or interdepartmental research, with the understanding that the experience will contribute to the professional training of the student. See [UT's rules regarding GRA eligibility, hiring, and duties >](#)

Title IX: University policy prohibits sexual interactions or romantic relationships, including consensual relationships, between an employee and an undergraduate student. Be mindful of this policy when interacting with undergraduate research assistants and participants, and make sure to maintain appropriate boundaries.

Leaves of absence: Any potential leaves of absence during the period of employment, including conferences and personal time off, must be approved by the instructor.

Evaluations: At the end of the employment period, GRA work performance will be evaluated by the faculty supervisor. GRAs will have an opportunity to discuss their evaluation with the supervisor; evaluations are kept on file by the EDP Department, and a copy will be provided to both the student and supervisor.

GRA Work Schedule:

Variable hours OR Set Schedule (details):

Location(s) work will take place:

GRA Duties:

Responsibility	Yes	No	Frequency	Notes
Meet with Faculty Supervisor				
Meet with other GRAs				
Manage Participant Incentives				
Communicate with Participants				
Meet Participants				
Organize / Process Data				
Literary Reviews				
Organize Research Materials				

Additional Duties:

Performance Guidelines for Student Employees: Student employees are expected to meet work performance standards established by their supervisors, their employing department, and the university. Depending on the particular position, examples of poor work performance may include (but are not limited to) the following:

- repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reasons, or unavailability for work
- neglect of duties, loafing or wasting time during working hours
- falsifying time sheets or other university records
- abusing, wasting, or damaging property, supplies, or records belonging to the university, coworkers, or students
- creating or contributing to unhealthy or unsanitary conditions
- violating safety rules or accepted safety practices
- not following [Responsible Conduct of Research](#) protocols or other established procedures
- failing to cooperate with supervisors or coworkers, impairing the work unit's function, or disruptive or disorderly conduct
- theft, dishonesty or unauthorized use of university property, including records and confidential information
- failing to meet a reasonable and objective measure of efficiency and productivity
- failing or refusing to follow instructions or to perform designated work
- failing to meet deadlines and/or complete project assignments
- not providing customer service as required under job expectations
- inappropriate, unauthorized, or illegal use of the university's information technology resources, including violations of the university's [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#)
- violating policies or rules of the university or The University of Texas System, including the [Institutional Rules on Student Services and Activities, Chapter 11](#) (Student Discipline and Conduct)

I, the Graduate Research Assistant, understand and accept the above policies and expectations. The above course duties were reached in conjunction with the instructor of the course.

GRA Signature:

Date:

I, the faculty supervisor, understand and accept the above policies and expectations. The above course duties were reached in conjunction with the TA.

Supervisor Signature:

Date: