

Graduate Research Assistant (GRA) Agreement

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

This completed form must be turned in to the EDP Executive Assistant prior to GRA assignment

GRA Name: _____

GRA EID: _____

Faculty Supervisor: _____

Research Project(s): _____

GRA Position Details:

Hours Appointed: 10 20 Other: _____

Appointment Dates: _____ - _____

Monthly Salary Rate (100%): \$ _____

Percent Appointed: _____ %

Monthly Pre-Tax Earnings: \$ _____

Tuition Reduction Benefit: \$ _____

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	<input type="checkbox"/>	<input type="checkbox"/>		
Meet with other GRAs	<input type="checkbox"/>	<input type="checkbox"/>		
Manage Participant Incentives	<input type="checkbox"/>	<input type="checkbox"/>		
Communicate with Participants	<input type="checkbox"/>	<input type="checkbox"/>		
Meet Participants	<input type="checkbox"/>	<input type="checkbox"/>		
Organize / Process Data	<input type="checkbox"/>	<input type="checkbox"/>		
Literary Reviews	<input type="checkbox"/>	<input type="checkbox"/>		
Organize Research Materials	<input type="checkbox"/>	<input type="checkbox"/>		

Other Duties:

Workload Policy: GRA workload should not exceed the average number of hours per week of the GRA assignment. GRA duties may NOT include assisting with faculty supervisor’s instructional, administrative, or personal tasks. GRAs are expected to contribute, under supervision, to specified 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, students, and participants, and make sure to maintain appropriate boundaries.

Leaves of Absence: Any 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 is evaluated by the faculty supervisor; GRA will have the opportunity to review and discuss the evaluation. Evaluations are kept on file by the EDP Department; copies are provided to both GRA and supervisor.

Performance Guidelines: Student employees are expected to meet work performance standards established by their supervisor, department, and university. Examples of poor performance may include (but are not limited to) the following:

- repeated tardiness absence, or unavailability for work, or without proper notification to the supervisor or without satisfactory reasons
- falsifying time sheets or other university records
- violating safety rules or accepted safety practices; creating or contributing to unhealthy or unsanitary conditions
- unauthorized use or theft of university property, including records and confidential information; abusing or damaging supplies, property or records belonging to coworkers, students or the university
- failing to meet a reasonable, objective measure of efficiency and productivity; wasting time during work hours
- failing or refusing to follow instructions, meet deadlines, or complete designated work; failing to cooperate with supervisors, or disruptive or disorderly conduct
- failing to follow [Responsible Conduct of Research](#) protocols or other established procedures
- 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, 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 duties were reached in conjunction with the faculty supervisor.

GRA Signature: _____ Date: _____

I, the Faculty Supervisor, understand and accept the above policies and expectations. The above duties were reached in conjunction with the GRA.

Supervisor Signature: _____ Date: _____