

## Bowling Green State University

### Graduate Assistant Supervisor Responsibilities

- Supervisors must be listed accurately in the GA contracting application (HCM). The following classifications of employees can supervise:
  - TA supervisor must be full time Faculty.
  - TI supervisor must be full time Faculty.
  - RAI supervisor will be Faculty for nearly all students.
    - Exceptions can happen as appropriate to the research.
  - RAI supervisor will be a university professional.
  
- Supervisors should be familiar with the requirements in the:
  - [Statement of Understanding](#)
  - applicable Graduate College [job description](#)(s) and department job descriptions
  - [Graduate Assistant Guidelines](#)
  - [Academic Progress, Probation, Dismissal](#) policy
  - [Graduate Assistant Work Locations](#)

#### Supervisor Responsibilities

- Supervisors perform many responsibilities, some of which are outlined below. Please note, there may be other supervisor responsibilities or duties not included in this listing. GA supervisors are required to:
  - Ensure the student has prerequisite knowledge and skills to perform their classroom duties (for TIs);
  - Meet with the student on, or prior to the first day of work to review
    - the student's job description in detail, and
    - discuss the expectations of both the student and the supervisor.
  - Work with the student to set up a work schedule to ensure the student will meet the required weekly work hours.
  - Have regular weekly contact with student.
  - Ensure the student carries out assigned duties and goals
  - Observing student performance and provide developmental feedback;
  - Progressively document and report if a student is not showing up for work, not putting in required work hours, or not performing duties at a satisfactory level
  - Conduct the Performance Appraisal process.
  - Adhere to the General Counsel declaration as follows:
    - *Students should NOT be in the workplace training, shadowing, or working prior to being authorized to work. If students are injured at the job prior to the time they are authorized to begin working, they are not covered by Workers' Compensation, and the injured person or their estate would be entitled to bring suit for all injuries and damages against the University and their supervisors who allowed them to commence work prior to being properly authorized to begin working.*

- *The supervisors who allowed such work to begin would be considered to have acted outside the course and scope of their employment, not entitled to state employee immunity, and individually liable to suit by the injured person. Such supervisors would have to engage counsel at their own expense and be personally liable for any damages arising from any injuries. Such supervisors would also be subject to disciplinary action up to, and including, discharge for having violated University policies and State law regarding workers' compensation. (BGSU General Counsel 2012)*
- **Graduate Assistantship Performance Appraisal**
  - Evaluation is a crucial part of the Graduate Assistantship experience. It should be a supportive, constructive, and on-going process that helps identify strengths as well as weaknesses and develops a plan for improvement. All GAs must receive a formal performance appraisal by their supervisor each semester as follows.
  - The student must be provided a job description and be given clear information by the supervisor about job expectations at the beginning of the employment period and must be informed of how progress will be measured.
  - An informal performance appraisal should be conducted 3 weeks after the student's start date.
  - A formal performance appraisal should be conducted at the end of the semester.
  - The formal performance appraisal process involves the student and the supervisor discussing a written evaluation. The appraisal should be constructive to help the student grow as a professional. Performance appraisals should be retained in the employing department for 5 (five) years in compliance with BGSU retention schedule [GS PER 02-2018](#)
- **Termination of an assistantship**

A student may be terminated for cause, including, but not limited to:

  - Failure to maintain academic standing.
  - Neglect of duties,
  - Constant refusal to follow supervisor's advice/counsel,
  - Failure to comply with assistantship obligations as set forth by department/program rules/sponsored research agreements,
  - Personal conduct that violates code of conduct policy,
  - Suspension or dismissal of a graduate student from the University due to disciplinary reasons.

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