Bowling Green State University
Graduate Assistant Supervisor Responsibilities

- Supervisors should be familiar with the requirements in:
  - the Statement of Understanding;
  - the applicable job description(s);
  - the Graduate Assistant Guidelines; and
  - the Academic Progress, Probation, Dismissal policy.

- Who should supervise students?
  - TA supervisor must be Faculty.
  - TI supervisor must be 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.

- Where should be supervisors be listed?
  - Contracting system: Graduate Assistant (GA) supervisors should be listed accurately in the GA Contracting application (HCM).

- What is involved in supervision? Supervisors should:
  - ensure student has prerequisite knowledge and skills to perform their classroom duties (for TIs);
  - outline clear performance expectations outside of general job description;
  - observe student performance and provide developmental feedback;
  - have regular two-way communication with GA; and
  - progressively document and report any issues with GA performance.

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