

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 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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