

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;
 - the [Graduate Assistant Work Locations](#).

- 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;
 - 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*)

Developed by the Graduate College and the Office of Institutional Effectiveness in consideration of Higher Learning Commission requirements. February 2021