**Department of Gender & Women’s Studies**

***RESEARCH ASSISTANT/ASSOCIATE - SUPERVISOR CONTRACT***

This form is to be filled out jointly by each Research Assistant/Associate (RA) and their Supervisor. Its purpose is to ensure that both parties are clear about the duties and expectations of the position. The contract should be reassessed and if necessary adjusted in the middle of the first semester to ensure it accurately reflects the workload and duties. This contract will also form the basis for the RA evaluation and should be attached to the evaluation form. (A formal evaluation should be conducted at latest at the end of the job (if it is a yearlong position) but may be conducted at the end of each semester of work, if requested by either RA or supervisor.)

Supervisor:

RA:

Semester and Year:

Hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Start Date: \_\_\_\_\_\_\_\_\_\_\_

Position End Date: \_\_\_\_\_\_\_\_\_\_\_

**Note: According to the GWS Handbook, “The start date (first day of work) of the Work Period for GWS Graduate Assistants will be one week in advance of the first day of classes for each semester. The end date of the work period (the last day of work) for GAs in GWS is 48 hours (two business days) after the last day of the official exam period for each semester.” If a particular research position requires work to be done before or after this period, the RA should be paid supplemental compensation on an hourly basis. Hours must be actively reported.**

**RA Responsibilities**

Please insert here or attach the RA position description. Be sure to specify the tasks for which the RA is responsible AND their level of responsibility (should they finalize work products independently or get work approved by the supervisor?).

In addition please note:

Are specific due dates for work products known at this time? YES NO

If yes, please specify those dates. If no, please indicate when due dates will be provided.

Is the RA expected to be in the office for specified hours? YES NO

If yes, please specify those hours here and note whether the RA will ever be expected to work outside of normal 8am-5pm business hours:

Is the RA expected to attend regular meetings with the supervisor or staff meetings or any other scheduled meetings? YES NO

If yes, please list all currently scheduled meetings here:

**RA absences and contingency plan:**

If the RA will be out of town or otherwise unavailable to fulfill their normal duties and hours, please list any known absences here and identify how those as well as unanticipated absences will be handled.

**RAs are expected to document the hours worked in order to help supervisors best manage RA resources, as well as to enable RAs to address workload concerns with professors.** Please make sure you address this point and how you plan to communicate on this issue. For example, will the supervisor require the RA to turn in a log of hours worked weekly or will you discuss this in your regularly scheduled meetings?

Additional notes about RA responsibilities:

**Supervisor Responsibilities**

Please identify the responsibilities of the supervisor for:

1. Providing feedback on or approval of work products
2. Providing information, resources and materials necessary for the RA to do the job
3. Ensuring (jointly with the RA) that the RA is properly approved to participate in human subjects research, when applicable.

**Supervisor absences and contingency plan:**

List all anticipated absences and explain contingency plans for both scheduled and unanticipated absences.

**RA Evaluation:**

The supervisor is responsible for observing and evaluating the RA’s work. The supervisor should provide a written mid-semester formative evaluation that will enable the RA to improve their performance if necessary. And the supervisor must provide an evaluation at the end of the job that will be submitted to the Graduate Program Coordinator.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Research Assistant/Associate Professor Date