

MEMORANDUM

TO: Deans; Chairs; Graduate Advisors; Chairs, Graduate Studies Committees

FROM: Philip Cohen, Dean, Graduate School

RE: GTA/GRA Certification and Evaluation

DATE: 16 May 2007

Recently, it has been brought to my attention that the University has some redundancy in its GTA/GRA certification and evaluation processes. Although we want to comply with federal and SACS accreditation requirements, we want to do so in the most efficient way possible.

Currently, all graduate assistants on grants and contracts must sign the "Certification of Responsibilities of a Graduate Research Assistant and Graduate Teaching Assistant Employed on Grants, Contracts and other Sponsored Projects" form and departments must retain copies of these signed forms. Since we are satisfying time and effort reporting requirements via other mechanisms, we will no longer require the completion and retention of this form.

SACS requires the University to evaluate the performance of all graduate assistants, especially GTAs, on a regular basis. The HOP, Subchapter 5-2800 Annual Performance Evaluations requires the following evaluation:

#7 Graduate Assistants - Graduate Assistants shall be evaluated based on the performance of their assigned duties. Each College and School shall develop written procedures for the evaluation of graduate assistants and the guidelines shall be made known to graduate assistants. Graduate Assistants shall review the results of their performance review with the department's/School's graduate advisor. In the case of Graduate Teaching Assistants, the review shall, at a minimum, include a review of teaching effectiveness and course syllabi. In the case of Graduate Research Assistants, the review shall include a written review by their supervising faculty detailing how the GRA has performed assigned research duties.

Currently, the Provost's Office also requires departments and supervisors to complete and retain a performance review for each GTA and GRA every semester. We will no longer require this additional performance review.

These changes are effective immediately

cc: Dana Dunn, Provost and Vice President for Academic Affairs; Ron Elsenbaumer, Vice President for Research