

## Graduate Assistant Responsibilities Agreement

Old Dominion University

Name of Student: (PRINT) \_\_\_\_\_ UIN: \_\_\_\_\_

Dept. /Program: \_\_\_\_\_ College: \_\_\_\_\_

Name of Faculty/Administrative Supervisor: (PRINT) \_\_\_\_\_

Name of Graduate Program Director: (PRINT) \_\_\_\_\_

Assistantship Category (check only one):       GTAA       GTAI       RA       GAA

Briefly describe the student's responsibilities during the semester (extra sheets may be appended to this agreement as necessary):

This agreement constitutes a position description of the responsibilities associated with the assistantship for the \_\_\_\_\_ semester of \_\_\_\_\_. Students must meet all eligibility, enrollment, registration, and employment requirements outlined in the *Graduate Catalog*. On average, a student is contracted to devote 20 hours maximum per week during the semester (unless otherwise indicated) apart from his/her academic work, to the duties required by the assistantship. The student's work schedule is to be negotiated between the student and the supervisor along with a schedule of meetings and preferred modes of communication. In addition, the student may be required to attend special training sessions, e.g., the Graduate Teaching Assistant Institute and workshops (see addendum attached to this agreement). An evaluation of the student's performance will be conducted by the supervisor at the end of the semester; if this agreement covers the student's initial appointment, there will be a midterm evaluation as well. Separate forms are required when a student is assigned to more than one supervisor or his/her duties are divided between the categories defined above. Students must agree in writing to adhere to the Policy on Additional Employment, FERPA regulations, the University Policy on Confidentiality and the University Policy on Patents and Copyrights.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Graduate Program Director's Signature

\_\_\_\_\_  
Date

\* In the event the GPD is the student's supervisor, the Chair's/Dean's/Dean's Designee signature would be required.  
*Original to Graduate Program Director; copies to the student and the supervisor.  
A copy of the Graduate Assistant Responsibilities Agreement must be included in the student's file.*