

# Graduate Studies Academic Personnel

- Postdoctoral Scholars (covered by MOU)
- Teaching Titles (covered by MOU)
  - TA, AI, Reader & Tutor
- Graduate Student Researcher (non represented)

# Employment vs Academic

- Employee / Employer Relationship
- *All except the GSR* are covered by a bargained agreement outlining terms & conditions of employment
- Academic Personnel Manual
- Policies & restrictions are to promote academic success / career advancement

# As Employees

What are their...

- duties & responsibilities?
- wages & benefits?
- expectations?
- rights?

# As Supervisors

What are...

– your responsibilities?

- Communicate, communicate, communicate
- Early and often
- Set expectations – work hours, time off, goals, safety
- Provide training
- Check in regularly / give feedback
- Address problems early

# Performance Management

- Employee / Supervisor relationship
- Do they know there is a problem?
- Communicate verbally & follow up in writing
- Seek resources
- MOU – Multi-step process
- Engage ELR & GS early

# Resources

- Department Chair, Director
- Deans Office personnel
- CAO, Unit Manager
- Graduate Studies
- Academic Affairs
- Labor Relations
- Disability Management
- Ombuds Office
- CAPS
- HDAPP
- Student Judicial Affairs

