

# GRADUATE ASSISTANTS AS EMPLOYEES

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# TOPICS

Performance Management  
Separation



# A WHOLE STUDENT WITH A DASH OF EMPLOYEE

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It's important to understand Graduate Assistants are first and foremost a student.

- Our actions need to focus on the student first.
  - What best for their learning?
  - How will this employment action affect their academic program?
- Along with their area of study, we are teaching them to be professionals.
  - Navigating Common Workplace Situations

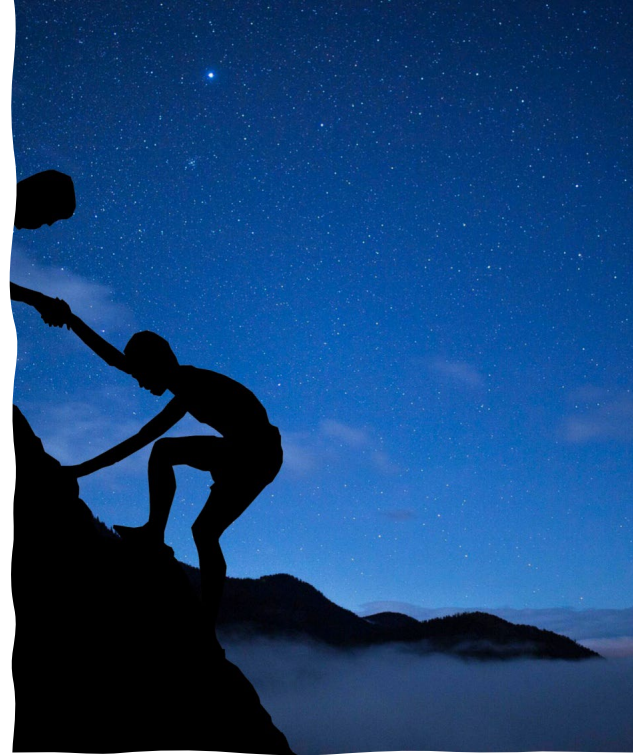
# PERFORMANCE MANAGEMENT

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# BEST PRACTICES

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- Set Clear Expectations
  - In the Letter of Appointment
  - In Evaluations
  - In Email
- Be Prepared to Have Difficult Conversations
- Have Frequent Conversations and Follow Up in Email
- Evaluate the GA Frequently
- Listen and Observe



# COUNSELING & DISCIPLINE

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Graduate Assistants can be subject to counseling or progressive discipline that is related to their employment duties.

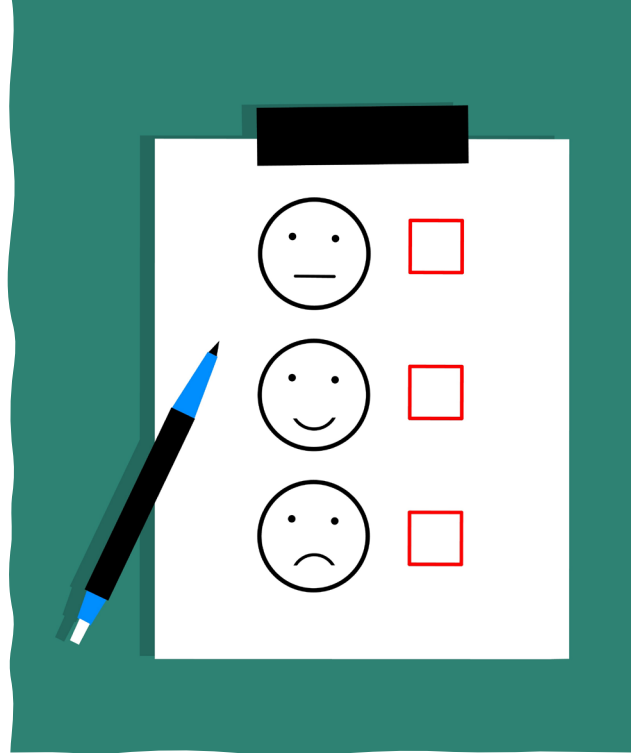
- Outlined in Article 21 of the CBA
- Documentation needs approval by Employee Relations before delivery to the GA.
- More severe forms of discipline may require additional levels of approval.

# EVALUATIONS

It's important that GA Evaluations are done on a regular basis and provide the GA with a complete and honest assessment of their performance.

Best Practices:

- Semester based evaluations rather than Annual
- Seeking out Assistance with Drafting in cases where there are performance or academic concerns.



# ACTION PLANS

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## Academic

- One Semester in Length
- Must include examples of Lack of Academic Progress, Metrics or Goals for student to meet, Timeline over the semester for each metric or goal, Support to be provided to the student to help encourage a successful outcome.
- Reviewed by Dean's Office before delivery.

## Employment

- One Semester in Length
- Must include examples of Performance Concerns, Metrics or Goals for GA to meet, Timeline over the semester for each metric or goal, Support to be provided to the GA to help encourage a successful outcome.
- Reviewed by Employee Relations before delivery.



SEPARATION

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# CHANGES IN APPOINTMENT

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Appointments can end for many reasons, here are the most common:

- Completion of Degree
- End of Initial Appointment Period in Appointment Letter
- Failure to Perform Duties AFTER Written Notification from the Department
- Failure to Maintain Satisfactory Student Status OR to make Progress Towards the Degree
- Documented Incompetence or Misconduct
- Lack of Funding

# DETAILS

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## End of Appointment Period/ Lack of Funds

- Minimum 45 Day Notice, in some cases 90 Day Notice Period.
- Separates from Employment.
- Provide copy of Appointment Letter and Information on Funding if necessary.
- Requires Approval through Employee Relations.

## Academic

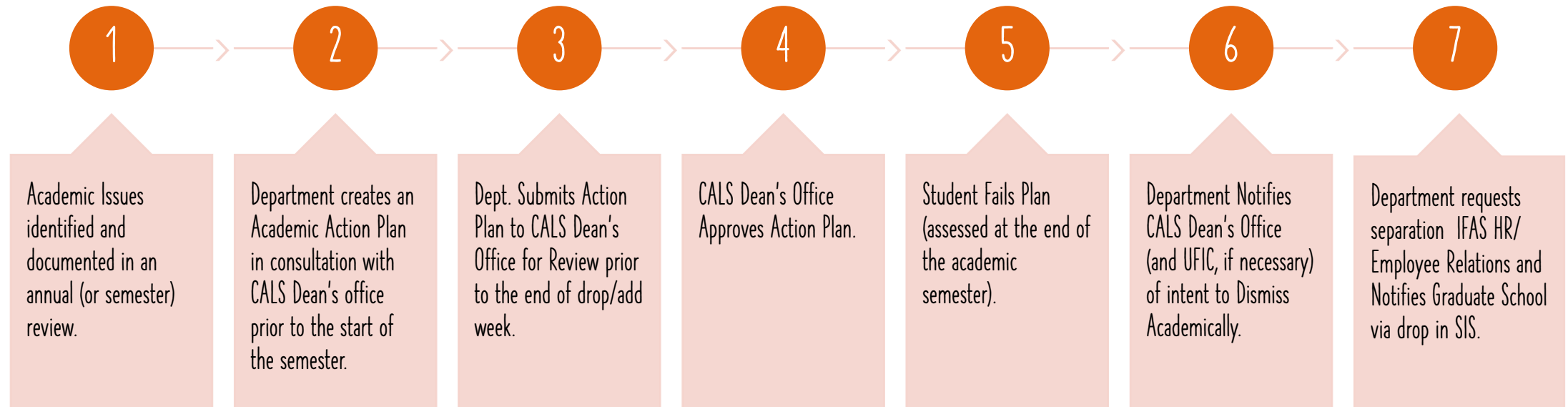
- Requested prior to End of Semester.
- Separates from Academic Program AND Employment.
- Provide results of Action Plan, Evaluations, and other supporting communications.
- Notify Dean's Office/UFIC of intent to Dismiss.
- Requires Employee Relations Approval and additional Review.

## Employment

- Requested prior to End of Semester.
- Separates from Employment.
- Provide results of Action Plan, Evaluations, and other supporting communications.
- Requires Employee Relations Approval and additional Review.

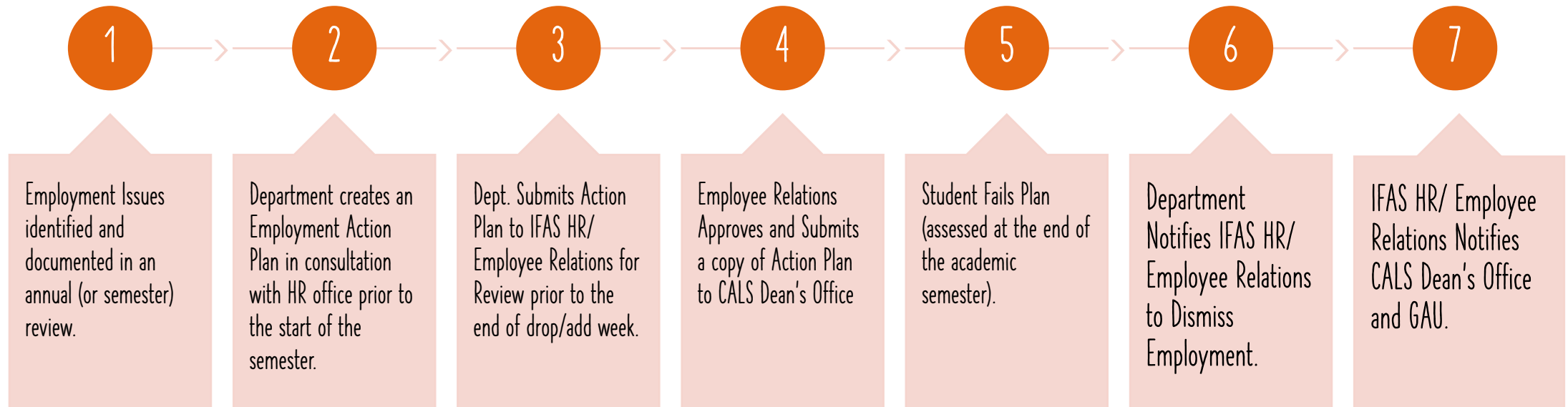
# EXIT PROCESS FLOW PATTERN- ACADEMIC

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# EXIT PROCESS FLOW PATTERN- EMPLOYMENT

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QUESTIONS?

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