



The Graduate School's Top Ten List

What a GA Supervisor Should Know

10. Tasks assigned to your GA should be challenging and that build professional skills and enhance the GA's academic experience; work assignments should correspond with the job description.
9. GAs are not expected to work when the University is closed (i.e. during breaks, holidays) unless the hiring unit has a substantial need and the GA is informed of this expectation at the time of hiring.
8. Provide formative and summative evaluations for your GA; communicate and provide feedback during the course of the contract.
7. The terms and conditions for a GA's employment must be included in the contract.
6. Supervisors are responsible for requesting a computer/email login for their GAs, and must provide a work station with GVSU computer and/or laptop (if GA is required to work remotely).
5. GAs may work fewer hours during any given week to accommodate exam schedules, academic matters, and urgent personal matters with supervisor approval and a plan to make up the missed hours.
4. If a GA resigns their position, the supervisor MUST notify the Graduate School IMMEDIATELY. The Graduate School will then notify Student Employment and Financial Aid to end the stipend and tuition waiver.
3. If you wish to terminate a GA for cause, first create a performance improvement plan that allows an opportunity for improvement and consult with the Graduate School. If termination becomes necessary, notify the student of termination in writing, and provide a copy to the Graduate School.
2. GA job descriptions may not be changed without Graduate School approval.
1. GAs are expected to adhere to all university policies.

Have a question or concern about anything Graduate Assistant related? Contact the Graduate School!
We are here to help!