

Appendix C - Research Assistant Form

Instructions for Use:

This form is intended to record research duties or tasks assigned to a graduate student, by a faculty member ("Employment Supervisor") in a research project. In accordance with Article 2.02 of the Collective Agreement*

This form should be completed in a meeting between the Employment Supervisor and the Research Assistant (RA) prior to the Employment Start Date. See "Guidelines for Discussion" (p.1) for illustrative examples of research duties or tasks.

Guidelines for Discussion

Research and research-related duties and tasks may include, but are not limited to:

Research

- Collect, analyze and/or provide summaries of project result

- Prepare for and attend relevant meetings, including developing an agenda and circulating minutes
- Preparing submission for granting agencies
- Data entry

Administration

- Inventory, request or acquire equipment or supplies
- Obtaining quotes from suppliers or contractors
- Planning and coordination of conferences, committees, workshops, social media, marketing, public relations events and programs, exhibitions, performances or screenings
- Organizing proper

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SECTION B

Research Duty/Research Task	Approx. Hours	Details, including expectations
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

The RA agrees that the research duties/research tasks listed on this form are subject to change by the Employment Supervisor. The RA and Employment Supervisor agree that any change to the total number of RA hours should be made in accordance with Article 16, "Hours of Work".

Employment Supervisor (Signature):	Date:
RA (Signature):	Date: