

## **SOCIOLOGY RESEARCH ASSISTANT STATEMENT of POLICIES and PROCEDURES 2020-2021**

### 1) Contracts:

- i) Graduate School Contract Dates: 8/17/2020-5/7/2021(or the two weeks after the last day of classes for the semester in which you hold a TA position, as per the UKY Academic Calendar).
- ii) Titles: The title of “Research Assistant (RA)” is used to specify a funded graduate student with responsibilities assisting a faculty member with research or working at a research center. Research assistantships are typically funded by grants. Sociology graduate students are sometimes asked to work on a funded project by a faculty member or they can apply for positions that are announced on UK job postings, through listservs, or circulated through professional networks. Students applying for RA positions with faculty outside of Sociology should share this information with the Director of Graduate Studies.
- iii) Workload: RAs are first and foremost **full-time graduate students**. You are expected to work *an average* of 20 hours per week, with the understanding that you might work less or more some weeks due to project deadlines or events. However, it is important that you do not deviate significantly from this average and that you are able to manage your student responsibilities without interference from your RA role. If at any point in the semester you find that you are working significantly more than 20 hours per week, please inform your RA supervisor immediately to resolve the situation. You may also contact the Director of Graduate Studies to help work out an equitable and efficient solution. We strongly recommend that graduate students keep a weekly log of the hours spent working on various tasks.

### 2) RA Rights and Responsibilities

- i) Rights of RAs:
  - (a) You have the right to full disclosure of our expectations for the duty at hand, including time limitation, mode of executing the responsibility, and issues related to university regulations.
  - (b) You have the right to learn greatly from this position, including professional socialization, research mode, professional demeanor and working relationships.
  - (c) You have the right to engage in intellectual discourse with your mentor.
  - (d) You have the right to know opportunities and expectations for co-authorship at the beginning of the project.
- ii) Responsibilities of RAs:
  - (a) RAs who are assisting faculty have a wide range of possible

responsibilities depending the research project or center and/or the expectations of the funding agency. RAs should meet with their faculty supervisors before the beginning of their assignment to clearly define roles, responsibilities, and expectations. RAs should inform their faculty supervisors of any days/times during the week when you are not available for any RA-related matters because of your own schedule related to graduate seminars, proposals, Qualifying Exams, etc.

- (b) If RAs encounter problems with their assignments that cannot be resolved by communicating with the faculty supervisor, then they should contact the Director of Graduate Studies or the Chair of the Department for assistance.

### 3) RA Mentoring and Evaluation:

#### i) Faculty Supervisor Responsibilities:

- (a) Clearly communicate information about working hours, job responsibilities and deadlines, and professional expectations to the RA, including frequency and mode of communications within the research group.
- (b) Ensure that the RA does not work more than an average of 20 hours per week and that the RA is able to sufficiently manage their student responsibilities in addition to their RA assignment.
- (c) Clearly outline guidelines for credit and/or co-authorship on publications produced with the assistance of the RA at the beginning of the assignment.
- (d) Communicate possibilities and expectations for the renewal of RA assignments.

#### ii) Mentoring: Faculty supervisors are expected to mentor RAs in research skills and professional development, including how to present their research experiences on their CVs and/or resumes.

#### iii) If faculty supervisors encounter problems with their RAs that cannot be resolved by communicating with them directly, then they should contact the Director of Graduate Studies for the Chair of the Department for assistance.

#### iv) Evaluation:

Faculty supervisors, or their representatives on a research project (e.g., project manager), are expected to complete the end-of-semester RA evaluation form for the Graduate School. This is a summative assessment that evaluates the performance of the RA over the course of the semester.

During the first three weeks of the semester the TA coordinator will circulate the RA evaluation form to graduate students who have a RA line for the semester. After forms are circulated, it is the RA's responsibility to contact their evaluator to initiate the evaluation process, which should be

completed at least 2 weeks prior to the end of the semester to ensure enough time for the RA and evaluator to discuss the evaluation, sign the form, and submit it to the TA coordinator by the end of the semester.

***Students should keep a copy of the completed and signed form for their records and should submit a copy along with their Degree Planning and Progress (DPPF) to the Director of Graduate Studies in the spring semester.***

4) Office Resources:

- i) Office Staff: The Sociology Department Manager is Justin Conder (1515 Patterson Office Tower). The Department Manager carries numerous responsibilities and is not responsible for RA-related work issues. Please do not seek assistance from the Department Manager about your RA position without first contacting your faculty supervisor or the Director of Graduate Studies.
- ii) Copying and printing: Please consult with the faculty supervisor for details on how to duplicate any RA-related materials.

5) Important Websites (University-Specific and More General):

UKY Graduate School Information on Teaching and Research Assistantships

<http://gradschool.uky.edu/assistantships>

UKY Policies Relative to Teaching and Research Assistants:

<http://www.uky.edu/regs/files/ar/ar5-2.pdf>

UKY Academic Calendars <http://www.uky.edu/registrar/content/academic-calendar>

UKY Office of Institutional Equity and Equal Opportunity (OIEEO) <http://www.uky.edu/EVPFA/EEO/index.html>

UKY OIEEO Explanation of Relevant Terms and Laws:  
[http://www.uky.edu/EVPFA/EEO/terms\\_laws.html](http://www.uky.edu/EVPFA/EEO/terms_laws.html)

UKY Disability Resource Center (DRC):

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>

UKY Office of Institutional  
Diversity:  
<http://www.uky.edu/diversity/>

UKY Martin Luther  
King Center:  
<http://www.uky.edu/mlkc/>

UKY Office of LGBTQ  
Resources:  
<http://www.uky.edu/lgbtq/>

UKY Violence Intervention and Prevention Center (VIP):  
<http://www.uky.edu/StudentAffairs/VIPCenter/>

UKY Center for English as a Second  
Language (ESL): <https://esl.as.uky.edu/>

UKY Counseling Services:  
<http://www.uky.edu/StudentAffairs/Counseling/>

Title IX and (Sex) Discrimination (See also the UKY  
OIEEO Website)  
[http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

UKY Graduate School <http://www.gradschool.uky.edu>

UKY Graduate School 20-Minute Mentor Commons: <http://gradschool.uky.edu/20-minute-mentor-commons>