

## Responsibilities of U. T. Dallas Graduate Student Teaching Assistants and Graduate Student Research Assistants

In appointing you a T.A./R.A. (Graduate Student Teaching Assistant or Graduate Student Research Assistant) position at The University of Texas at Dallas, the School and Program are affirming your potential as an apprentice teacher/researcher and your status as a valued member of the U.T. Dallas community. To assure your understanding of the responsibilities regarding general university policies which your appointment entails, the School and Program request that you read the following statements and, by your signature below, indicate that you accept these responsibilities. Please return this form to the office of the Dean of your School.

As a T.A./R.A. in the \_\_\_\_\_ Program

in the School of \_\_\_\_\_,

I understand that:

1. As a U.T. Dallas employee, I will comply with the U.T. System Regents Rules and U.T. Dallas' rules, policies, and procedures, including, but not limited to, those concerning sexual harassment, safety, student privacy, the rights of persons with disabilities, drugs and alcohol in the workplace, research integrity, intellectual property, animal care and use, human subjects in research, and biosafety.
2. I will follow safe laboratory practices as demonstrated in program-specific safety training sessions and in The University of Texas at Dallas Safety Program manual, and will report all accidents immediately.
3. I understand that all rules, policies, and procedures referred to in this document are available for my review in the offices of the Dean of Graduate Studies, my School and my Program, and that I take full responsibility for making myself knowledgeable about the content of the rules, policies, and procedures and for complying with their content.
4. I understand that my attendance is mandatory at University, School, Program and Office of Sponsored Projects training sessions offered to T.A./R.A.'s throughout the year.
5. I will comply with the policies of my supervisor(s) and the University with respect to the conduct of classes, laboratories, problem sessions and tutorials, or I will seek revision or clarification of policies by conferring with the Program Head or Dean.
6. In coordination with the Office of the Graduate Dean, I will have my teaching videotaped at least once in the course of this appointment.
7. I will conduct my teaching and/or research practices honestly and with a sense of responsibility to my colleagues and the subject matter. I understand that grading materials, student submissions, data, laboratory notebooks, computer programs, sample collections, research products, and technical information, in any form, are the property of the University and must be returned to the Principal Investigator/Project Director, Program Head or Dean immediately upon request or upon the termination of my appointment.
8. I understand that my T.A./R.A. appointment, combined with my course load, constitutes full-time employment, and I will accept no outside employment unless it is approved by my Program Head and Dean.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_