

## **Graduate Teaching/Research Assistants Expectations**

1. The Pharmacy Care Systems Department expects its graduate assistants to be familiar and comply with the graduate assistant handbook ([http://www.grad.auburn.edu/cs/grad\\_assist\\_guide.html](http://www.grad.auburn.edu/cs/grad_assist_guide.html)) and the department's graduate program handbook.
2. Graduate assistants are employees of the university. As such, they must comply with Auburn University employees' requirements.
3. All graduate assistants are expected to remain in good academic standing (Cumulative GPA of at least 3.0) and receive satisfactory performance reviews. This appointment can be terminated if graduate assistants are not demonstrating satisfactory performance and progress towards their degree.
4. Graduate assistants must comply with the Harrison School of Pharmacy Standards of Attire ([http://pharmacy.auburn.edu/prospective\\_students/professional\\_degree/professional\\_attire.htm](http://pharmacy.auburn.edu/prospective_students/professional_degree/professional_attire.htm)) when they interact with professional students.
5. Assistantship appointments will be reviewed for renewal each semester.
6. The decision to continue the assistantship is contingent upon satisfactory progress and adherence with all PCS departmental policies.
7. Each graduate assistant should receive a letter of offer from the department head prior to the beginning of each semester. In the letter, graduate assistants are formally assigned to assist faculty members (supervisors) in teaching courses in the Doctor of Pharmacy curriculum and/or carrying out research projects. Students must accept the offer and provide a hard copy in writing within two weeks of the offer.
8. Graduate assistants are expected to be available to work from the start date until the end date indicated in the letter of offer.
9. After receiving the letter of offer, all graduate assistants are required to initiate a meeting with their supervisor(s) as soon as possible. During this first meeting, graduate assistants and supervisors are encouraged to discuss general expectations, tasks to be completed and preferred ways of communication.
10. Graduate assistants are required to hold at least two office hours per week in the department. These office hours should be between 8-4pm (Mondays-Fridays). These office hours must be approved by their supervisors.
11. Graduate assistants **MUST** get approval from their supervisor and the department head prior to finalizing their plans for any extended time away from the university during the time in which they are paid. In case of an emergency (e.g., death in the family, illness), graduate assistants must contact their supervisor(s) and the department head as soon as possible. Failure to comply is unacceptable and may result in unsatisfactory review and/or termination of the assistantship.