

Teaching & Learning Innovation

GRA Practices & Expectations

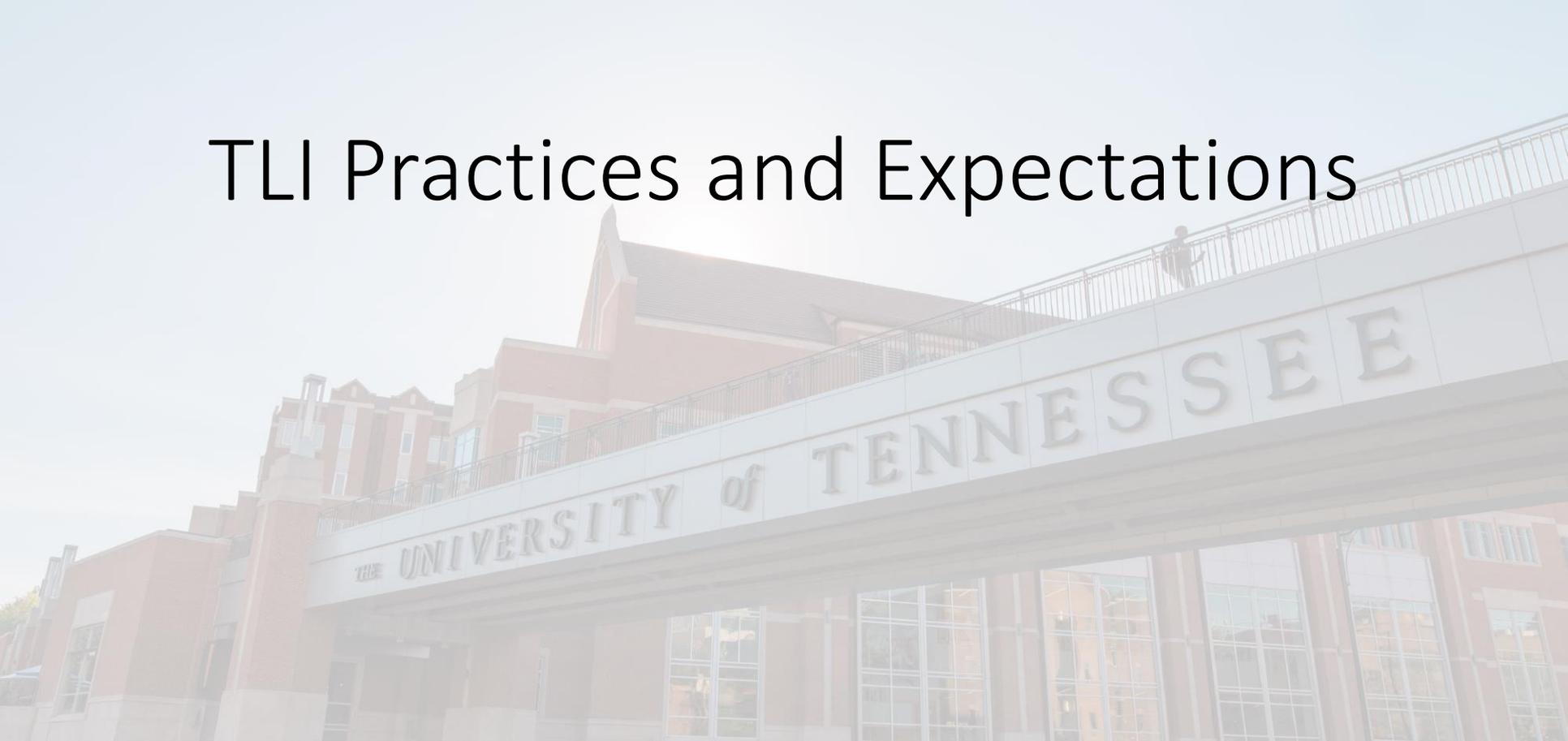
August 2020



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

TEACHING & LEARNING
INNOVATION

TLI Practices and Expectations



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Graduate Assistant General Policies

- Graduate assistantships provide experiences to enhance professional development while working with a institutional mentor.
- The graduate assistant receives financial support for graduate study by contributing to the teaching and/or research mission of the university.
- GAs at 25% (50%) FTE must be enrolled in at least 9 (6) graduate credit hours (9 credit hours are necessary to receive federal financial aid).
- GAs completing Masters degrees can be reappointed for their position for three (3) years. GAs working on PhDs may be reappointed to the same position for five (5) years.
- GAs must be notified in advanced if they will not be reappointed to their position (generally one month or more before the end of the appointment term).

Graduate Assistant General Policies

- Graduate assistants' rights and responsibilities as students are defined in the [Student Code of Conduct](#). In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, students should speak to their immediate supervisor, the Director of Graduate Studies, the appropriate department head / school director, the appeals committees in the home unit or college, and the dean of the college involved. If the student feels that a resolution should be sought beyond the department/school/college level, the Dean of the Graduate School should be contacted.

TLI GRA Information Highlights

- GRAs in TLI are 50% FTE or 20 hours a week
- TLI GRAs are on a 12 month appointment.
- TLI GRAs will participate in
 - an annual goal setting and evaluation process,
 - a periodic job assessment twice each year at the end of each semester, and
 - a final evaluation, which determines if the GRA will be asked to return (if applicable), and will take place at the end of the spring semester.

Expectations of GRAs at TLI

- TLI GRAs are expected to be available based on their pre-determined schedule. Work schedules are initially developed by the TLI GRA, and then submitted for approval by their TLI direct supervisor.
- GRAs will record the hours that they work using the Non-Exempt Employees [Bi-Weekly Timesheet](#)
- TLI GRAs do not have to be physically present in TLI (Dunford or Greve Hall) to complete their work, but they should notify their direct supervisor about the hours that they have used to complete their assigned task or project on a biweekly basis.
- All requests regarding TLI GRA schedule changes should be submitted in writing to their TLI direct supervisor as needs arise.

Where to Find Other Relevant Documents and Information

- <https://teaching.utk.edu/finance-administration/>

COVID-19 & TLI

Return to Work Expectations
Fall 2020



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Return to Work Policies

- If you have not already, please complete the [return to work training](#)
- Before coming to campus, complete the [Daily Health Screening](#) for students/student employees and include both your supervisor's email and the administrative specialist's in the building in which your office is located
 - Dunford: Jenn
 - Greve: Wes
- Review the Quick Tips handout
- TLI Staff will be in the office on a rotating basis

Students, please complete this self-screening before leaving your residence hall room or coming to campus (from your local home or apartment).

Consistent with guidance from the Knox County Health Department, students are required to complete self-screening before being on campus for the day. For your privacy, answers to individual questions will not be stored. The Campus Contact Tracing Program does not receive your answers to these questions. They only receive the final determination. Self-assessment is not considered protected health information and as such is neither stored nor subjected to HIPAA protections.

If at any time you cannot access this form, please self-screen using the Self Check Symptoms at the CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and share the final result with the Campus Contact Tracing Team at: contacttracing@utk.edu.

If you have any questions or concerns about self-screening, please contact a representative of the Campus Contact Tracing Program at: contacttracing@utk.edu.

Self-Screening Questions

Please answer each question. You do not need to consider any chronic conditions you may have.

 In the last 14 days, have you been told to quarantine/isolate by a medical provider or the health department?

Yes No

 In the last 14 days, have you had close contact (i.e. less than 6 feet of physical distance) for 10 minutes or more with someone who has or is suspected of having COVID-19?

Yes No

 Are you experiencing a cough, shortness of breath, or difficulty breathing (pertaining to lung function not nasal congestion) which is new or not explained by a pre-existing condition?

Yes No

 In the last 48 hours, have you had at least two of the following symptoms which is new or not explained by a pre-existing condition: fever, chills, repeated shaking chills, fatigue, muscle pain, body aches, headache, sore throat, nasal congestion or runny nose, vomiting, diarrhea, or loss of taste or smell?

Yes No

 Was your temperature 100.4 F or above just prior to taking this self-screen?

Yes No

Student Employee Supervisor's Email Address

Consistent with guidance from the Knox County Health Department, employees and student employees are required to self-screen before coming to work. For your privacy, answers to individual questions will not be stored. Your supervisor does not receive your answers to these questions. Supervisors only receive the final determination. Self-assessment is not considered protected health information and as such is neither stored nor subjected to HIPAA protections. If at any time you cannot access this form, please self-screen and share the final result with your supervisor using your preferred method of communication (email, text, or phone call).

Per OSHA guidelines, faculty, staff, and student workers that have tested positive for COVID-19 and feel it was contracted in the workplace, should report the positive test to their supervisors and to CorVet's 24/7 call line at 866-245-8588. For more information about workers' compensation, next steps, and forms, visit the UT System risk management website.

If you have any questions or concerns about self-screening, please contact HR at HR@utk.edu.

If you are currently a paid student employee and reporting to work today, please enter your supervisor's email address. Please include email addresses for everyone in your reporting line if you are in a position with multiple supervisors. **Enter multiple email addresses as a comma separated list.**

Check In

Before Coming to Campus:

- **Complete the Self-Screening Form:** Please complete the “Daily Health Self-Screening Form” located within the University of Tennessee App. Before submitting the form, make sure that it will be sent to your supervisor and the Administrative Specialist (Jenn or Wes) in the building where your office is located.
- **Grab a Clean Mask/Face Covering:** Make sure that you have a clean face mask, and any other personal items that you may need for that day, such as hand sanitizer or gloves.
- **Choose the Stairs if Possible:** Once you arrive on campus and begin walking to your office, consider taking the stairs if the elevator seems crowded or full. If you have to take the elevator, make sure that you wear a mask.

While on Campus:

- **Walk Around TLI’s Space:** After you get to your office, consider checking out the larger TLI space in your building. Walk the hallway and look around for a moment. Do you notice anything unlocked that is usually locked? Do you see anything, such as equipment missing or other items out of place? Is the hand sanitizer getting low next to the copy machine? If you see anything unusual, please send a quick email to the Administrative Specialist in your building and copy your supervisor so that the items can be replaced, refilled, or fixed.
- **Supply Check:** As the day goes on, if you are in need of protective supplies for any reason, additional masks, along with hand sanitizer, disinfecting spray, dry wipes for use with sanitizing spray, and gloves can be found in the kitchen in Greve Hall or in the kitchen in Dunford Hall. If you don’t see any there, please let the Administrative Specialist in your building know so that more can be ordered.
- **Additional Help:** If you have a question(s) regarding workplace safety, please refer to the university’s comprehensive “COVID-19 Information and Support” website at <https://www.utk.edu/coronavirus/>.

When Leaving Campus for the Day:

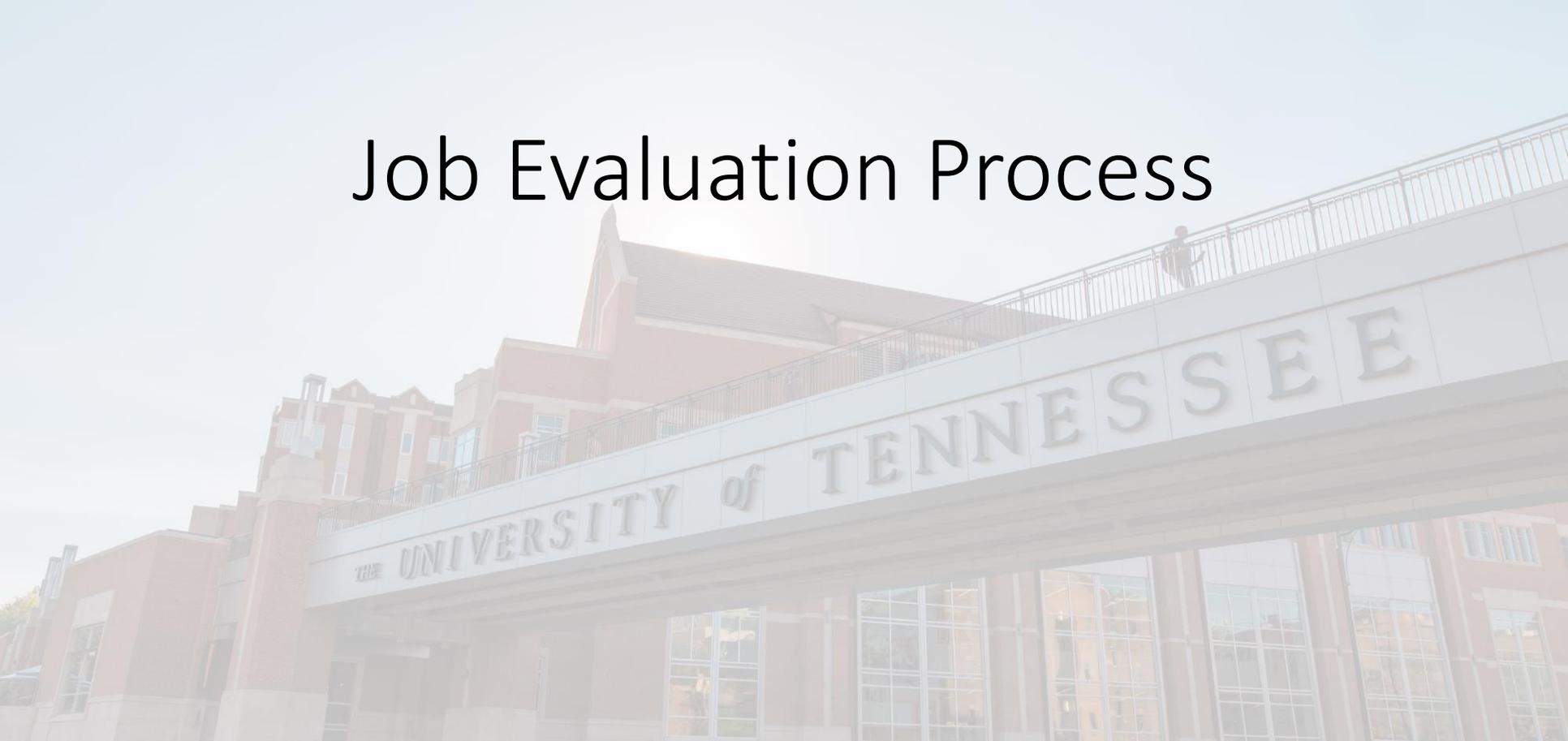
- **When Heading Home:** Before you leave for the day, please check out any community spaces that TLI is responsible for in your building. Please check any public entrances or exits to make sure that everything is closed and secure.

If you begin to feel symptoms of COVID-19 while at work, please send an email to the Administrative Specialist in your building, along with your direct supervisor, and prepare to leave campus as quickly as possible. Those receiving the email will work together, along with Chris, to report this concern to the campus. Thank you!

GRA List of Responsibilities

- Provide support for projects within Teaching & Learning Innovation.
 - Gathers data, organize information, conduct web-based research, perform literature reviews, initiate survey, facilitate focus groups, conduct assessment, develop and engage in faculty consultation work.
- Assist in preparing and manage projects related to faculty development, TLI initiatives, annual events, or other related opportunities.
- Create and/or modify resources related to unit priorities and initiatives.
- Develop and initiate communication plans, materials, to promote TLI.
- Other duties related to the implementation, growth, and expansion of TLI resource needs, and initiatives as assigned by the department head.

Job Evaluation Process



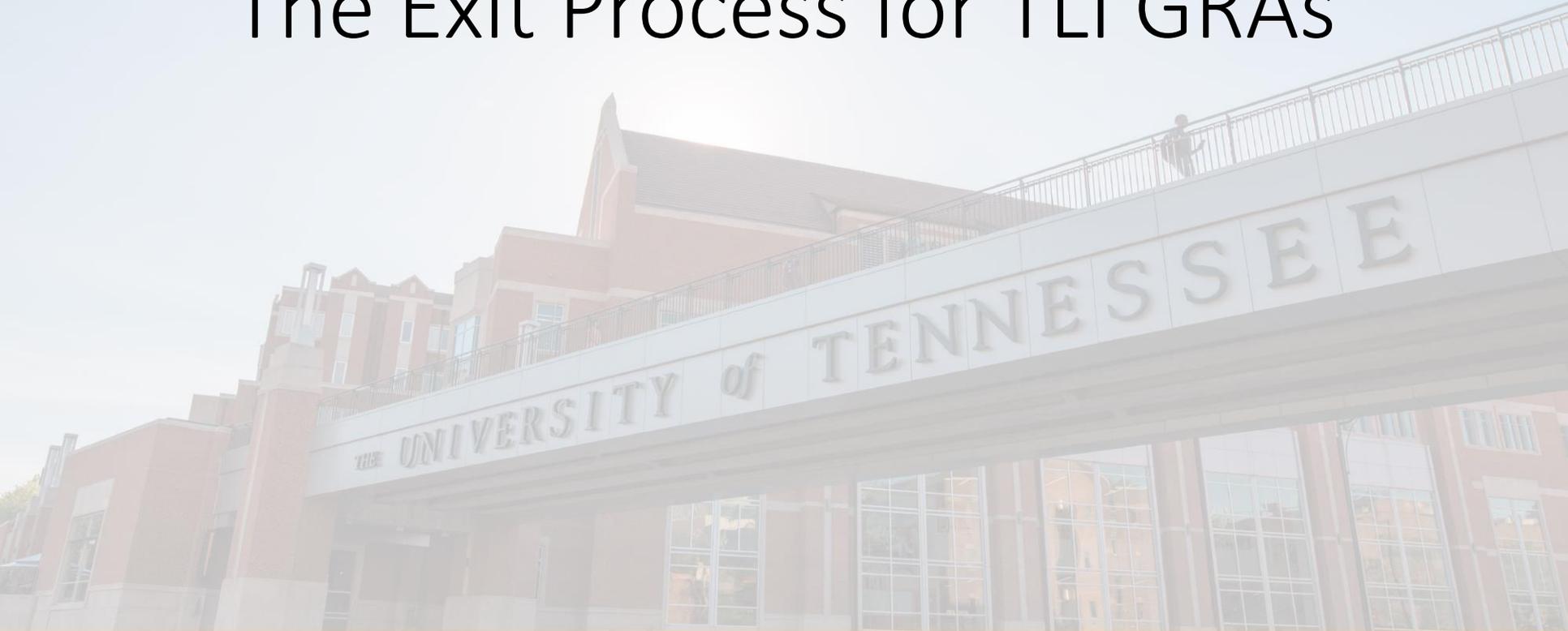
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TLI GRA Goal Setting, Job Performance, and Evaluation Process

- Within two weeks of TLI GRA Orientation, the GRA, with the supervisor will complete a [job goals and objectives form](#).
- At the end of each semester, each GRA, with their supervisor will review the goals and objectives form and discuss job performance. A brief summary report will be written based on the meeting. The report will be submitted TLI's Department Head for review and support purposes.
- At the end of the spring semester, a final evaluation, using the [performance review summary form](#) will take place.
- The final evaluation will determine if the GRA will be invited back to work with the TLI.

The Exit Process for TLI GRAs



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TLI GRA Exit Process

- Every member of TLI is important, valued, and brings a unique perspective to the work necessary to continually build a successful unit, as well as meet and succeed university expectations and our mission and charge.
- Knowing that, every TLI GRA will be asked to either complete a qualitative feedback form about their experiences in TLI and/or participate in a “Exit Interview”
- The purpose of this process is to capture information related to the GRA’s experience in TLI that could help to identify positive aspects of the unit that should be reinforced in the future, and/or to improve the experience working in unit for future GRAs and other TLI staff.

Thank You

Welcome (Back) to Teaching and Learning Innovation!

We are delighted to have you.



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