

ECE Department GRA/GTA Student Employee Performance Standards

The department performance standards that are referenced in the Memorandum of Appointment for GRA and GTA positions are detailed here. These standards are intended to be general guidelines that can be applied broadly across different research programs and instructional roles. These guidelines provide structure to ensure that these standards are applied in as consistent and fair a manner as possible.

A GRA employee is considered to demonstrate *Acceptable performance* if all of the following conditions are met, broadly speaking, during the term of employment:

- The employee is regularly reporting for work for the times and durations established for the position and is prepared to work upon arrival;
- The employee demonstrates substantial progress towards the objectives established for the position throughout the term of employment;
- The employee is able to work effectively when provided with the amount of instruction that is customary and expected for the position and does not require excessive guidance.

A GRA employee is considered to demonstrate *Marginal performance* if any of the conditions for *Acceptable performance* are not consistently satisfied during the term of employment.

A GRA employee is considered to exhibit *Unacceptable performance* if significant violations of performance standards or ethical conduct of professional duties have been observed, such as:

- The employee demonstrated a repeated pattern of *Marginal performance*;
- The employee has found to have violated the student code of conduct;
- The employee has been found to have falsified research results or violated other ethical standards of research;
- The employee has been found to have violated university policies (e.g. safety protocols).

A GTA employee is considered to demonstrate *Acceptable performance* if all of the following conditions are met, broadly speaking, during the term of employment:

- The employee is regularly reporting for work for the times and durations established for the position and is prepared to work upon arrival;
- The employee demonstrates effectiveness and responsibility in carrying out GTA duties established for the position throughout the term of employment;
- The employee is able to work effectively when provided with the amount of instruction that is customary and expected for the position and does not require excessive guidance.

A GTA employee is considered to demonstrate *Marginal performance* if any of the conditions for *Acceptable performance* are not consistently satisfied during the term of employment.

A GTA employee is considered to exhibit *Unacceptable performance* if significant violations of performance standards or ethical conduct of professional duties have been observed, such as:

- The employee demonstrated a repeated pattern of *Marginal performance*;
- The employee has found to have violated the student code of conduct;
- The employee has been found to have violated ethical standards associated with GTA responsibilities;
- The employee has been found to have violated university policies (e.g. FERPA).