**Psychology Department Supervisor-research ASSISTANT (rA) Checklist**

The purpose of this checklist is to assist you in discussing job requirements. This checklist can be altered and re-visited to meet individual needs.

In addition to reviewing the checklist, the supervisor and RA should review the following MSU and Department of Psychology policies.

MSU Research Ethics and Academic Integrity Policy:

* At Michigan State University, all faculty, research supervisors, and RAs are required to be familiar with the MSU Research Ethics (RCR) protocols and policies: <https://rio.msu.edu/sites/rio.msu.edu/files/2019-01/Research%20and%20Scholarly%20Integrity%20%282019%29.pdf>
* At Michigan State University, all faculty, supervisors, and RAs are required to be familiar and follow the Academic Integrity policy found here: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=534>

MSU and Psychology Department Policies regarding Confidentiality:

* At Michigan State University, employees (including RAs) are mandated to report instances of sexual harassment, sexual violence, sexual misconduct, sexual exploitation, stalking, and relationship violence that are observed or learned about in their professional capacity and involve a member of the university community or which occurred at a university-sponsored event or on university property. More information can be found here: <http://titleix.msu.edu/policy-info/mandatory-reporting.html>.
* At Michigan State University, faculty, supervisors, and RAs are required to be familiar with student rights under the Family Educational Rights and Privacy Act(FERPA). FERPA issues are relevant, for example when providing letters of recommendation for students. See: <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>
* It is Psychology Department policy that faculty, staff, and RAs report concerns about MSU student behaviors that may present an imminent risk to the health and safety of the individual or others to emergency services by calling 911 or the MSU Police Department non-emergency line at 517-355-2221. Further, faculty, staff, and RAs are encouraged to forward information about students experiencing non-emergency emotional distress or behavioral concerns to the MSU Behavioral Threat Assessment Team via the online reporting form at btat.msu.edu. This reporting follows the BTAT Green Folder protocol (stored on the Psychology shared server in the “Department Policies and Documents” folder) that includes guidance about reporting and how to support students during crises.
* Information that could affect a student’s academic standing or progress is not confidential and may be shared with other faculty or administrators on a need-to-know basis to help the student progress through the program.

The signatures below indicate that the instructor and RA have discussed these confidentiality policies and the checked items that follow.

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RA Signature/Name Date

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Instructor Signature/Name Date

The supervisor and RA should each keep a copy of the completed checklist, and the supervisor will upload a copy to the departmental GradPortal.

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| **CHECKLIST ITEMS (mark all discussed)** | |
| **Responsibilities** | **Notes** |
| * Primary responsibilities of the RA position *(e.g., data collection, lab tasks, supervising/training undergraduate RAs, helping with letters of recommendation for undergrads, etc.)* * Expected timeliness of tasks |  |
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| * Skills the RA must learn to fulfill responsibilities * Any required training *(e.g., statistical workshops, research ethics modules, biosafety courses/certification)* |
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| * Meetings the RA is required to attend *(e.g., team/lab/data collection meetings)* * RA’s primary supervisor and/or other individuals/staff members the RA will report to * Review of IRB, SONA, HIPPA, grant agency, and other policies *(e.g., biosafety policies, data storage and use)* that are relevant to the research. * Expected duration of the RA position |
| **Time Requirements and Leave** | **Notes** |
| * Required number of hours per week and over entire semester *(the required number of hours are an average over the entire period of appointment – see Appendix and* [*https://grad.msu.edu/assistantships*](https://grad.msu.edu/assistantships)*)* |  |
| * Expectations for tracking hours *(e.g., RA versus supervisor responsibility)* |
| * Procedures for notifying supervisor if RA is sick, taking vacation/personal day, or unable to fulfill course duties *(e.g., email notification, text, call; amount of notice needed)* |
| * Expectations for covering duties while RA is away |
| * International students should discuss requirements of their visas in terms of workload |
| **Communication** | **Notes** |
| * Communication style and timing with RA supervisor, other research team members, and research participants *(email response time, texting/calling, office drop-ins)* |  |
| * Meetings between supervisor and RA (*frequency, duration, and location)* * Responsibility for initiating check-ins and updating progress * Supervisor and RA turn-around time for manuscripts, conference abstracts, posters, presentations, letters of recommendation |
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| **Feedback and Conflict Resolution** | **Notes** |
| * Preferred type and frequency of performance feedback for the RA |  |
| * Formal and informal evaluation procedures for evaluating RA performance |
| * Procedures for conflict resolution *(see Graduate Handbook for details)* |
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| **Professional Development** | **Notes** |
| * Skills the RA hopes to learn through the position * Opportunities for professional development related to the RA duties and/or research * Ethical, legal, and professional standards the RA should learn |  |
| * Authorship expectations *(e.g., criteria for authorship, authorship order and duties)* * Supervisor and RA responsibility for the quality of manuscripts and presentations, including expectations around reviewing drafts * Expectations around when and where the RA research is presented/published |
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| **Other** | **Notes** |
| * Additional areas to discuss |  |
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