Wood Science & Engineering Department

GRA/GTA Request Form

Please submit completed forms to Allison Culver (WSE Grad Coordinator).

**All sections required unless otherwise noted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee:** |  | **Terms of Appointment:**  (*check all that apply)* |  | **Summer:** June 16 – September 15 |
| **Supervisor(s):** |  |  | **Fall:** September 16 – December 15 |
|  |  | **Winter:** December 16 – March 15 |
|  |  | **Spring:** March 16 – June 15 |

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| **Position Overview** | | | | | | | | | | | | | | | | | |
| **Does this position directly contribute towards the student’s graduate degree requirements?** *(check one)* | | | | | | | | | | | | | | | | | |
|  | Yes | | | | | |  | No | | | | |  | | Other: | | |
| **Is this student making satisfactory academic progress, as confirmed by their major professor?** *(check one)* | | | | | | | | | | | | | | | | | |
|  | Yes | | | | | |  | No | | | | |  | | Other: | | |
| **If you are not appointing this employee for the full academic year, please provide the reason below:** | | | | | | | | | | | | | | | | | |
|  | Employee will graduate | | | | | |  | Project funding is ending | | | | |  | | Position duties are ending | | |
|  | Other: | | |  | | | | | | | | | | | | | |
| **Employee will be based in:** *(check one)* | | | | | | | | | | | | | | | | | |
|  | Corvallis (OSU Main Campus) | | | | | |  | Bend (OSU Cascades Campus) | | | | |  | | Other: | | |
| **Employee will conduct at least some work in:** *(check all that apply)* | | | | | | | | | | | | | | | | | |
|  | A general office setting | | | | | |  | A forested and/or natural area | | | | |  | | A laboratory | | |
| **Employee’s first day of work will be:** *(check one)* | | | | | | | | | | | | | | | | | |
|  | First day of the appointment | | | | | |  | First day of classes | | | | |  | | Other: |  | |
| **Employee will meet with supervisor to discuss scheduling, supervisor expectations and work protocol before:** *(check one)* | | | | | | | | | | | | | | | | | |
|  | First day of the appointment | | | | | |  | Other: | |  | | | | | | | |
| **Specify the FTE, index, and activity code (if applicable) for each appointed term.** | | | | | | | | | | | | | | | | | |
| **TERM** | | | **SPLIT** | | **FTE** | **INDEX** | | | **ACTIVITY** | | **NOTES** | | | | | | |
| **SUMMER** | | | 1) | |  |  | | |  | |  | | | | | | |
| 2) | |  |  | | |  | |
| 3) | |  |  | | |  | |
| **FALL** | | | 1) | |  |  | | |  | |  | | | | | | |
| 2) | |  |  | | |  | |
| 3) | |  |  | | |  | |
| **WINTER** | | | 1) | |  |  | | |  | |  | | | | | | |
| 2) | |  |  | | |  | |
| 3) | |  |  | | |  | |
| **SPRING** | | | 1) | |  |  | | |  | |  | | | | | | |
| 2) | |  |  | | |  | |
| 3) | |  |  | | |  | |
| **Position Preparation** | | | | | | | | | | | | | | | | | |
| **Does this position require any of the security-sensitive access or activities listed below?** *(check at least one)*  *The following activities require a* [*Criminal Background Check*](http://hr.oregonstate.edu/manual/criminal-history-check) *(CHC) or* [*Motor Vehicle History Check*](http://hr.oregonstate.edu/manual/motor-vehicle-history-check) *(MVC). If the required CHC/MVC is not completed before the appointment starts, the start date will be changed to when the CHC/MVC was completed.* | | | | | | | | | | | | | | | | | |
|  | **This employee will not engage in any of the following activities as a regular part of their duties** | | | | | | | | | | | | | | | | |
|  | Has direct access to persons under 18 years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility | | | | | | | | | | | | | | | | |
|  | Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems | | | | | | | | | | | | | | | | |
|  | Has access to property where hazardous materials and other items controlled by state/federal laws/regulations are located | | | | | | | | | | | | | | | | |
|  | Has access to laboratories, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public | | | | | | | | | | | | | | | | |
|  | Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person’s primary responsibilities | | | | | | | | | | | | | | | | |
|  | Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information | | | | | | | | | | | | | | | | |
|  | Activities and events specifically directed to children 17 years of age or younger | | | | | | | | | | | | | | | | |
|  | Has responsibility for the care, safety and security of animals | | | | | | | | | | | | | | | | |
|  | Driving a vehicle (not including Motor Pool vehicles) is an essential function, this position must possess and maintain a current, valid driver’s license and maintain a satisfactory driving record while serving in the position. | | | | | | | | | | | | | | | | |
| **Employee’s regular duties will require them to:** *(check at least one)* | | | | | | | | | | | | | | | | | |
|  | **None of these** | | | | | |  | Use a respirator (dust masks, N95, etc.) | | | | | | | | | |
|  | Use power tools | | | | | |  | Use hazardous chemicals | | | | | | | | | |
|  | Use hand tools | | | | | |  | Lift more than 10 lbs. - *enter number*: | | | | | | | | | |
| **OPTIONAL: Other required training** | | | | | | | | | | | | | | | | | |
|  | CoF Field Safety (*employee should connect with Jim Kiser to determine timing of available training sessions*) | | | | | | | | | | | | | | | | |
|  | OSU Motor Pool [Driver Authorization](https://transportation.oregonstate.edu/motorpool/driver-authorization-form) | | | | | | | | | | | | | | | | |
|  | OSU Motor Pool [Van Safety Training](https://transportation.oregonstate.edu/motorpool/van-safety) | | | | | | | | | | | | | | | | |
| **OPTIONAL: Employee must complete the following EHS Trainings**  *(Complete the* [*EHS Laboratory Safety Training*](https://ehs.oregonstate.edu/training-needs-assessment) *Needs Assessment to determine which of these trainings apply to this position.)* | | | | | | | | | | | | | | | | | |
|  | | **No EHS trainings required** | | | | |  | 3D Printer Safety | | | |  | | Animal handler safety training | | | |
|  | | Basic Shop Safety | | | | |  | Back Safety & Injury Overview | | | |  | | Bloodborne Pathogens & Lab Biosafety | | | |
|  | | Compressed Gas Safety | | | | |  | Controlled Substances Training | | | |  | | Eyewash & Safety Showers | | | |
|  | | Field Research Safety (not CoF) | | | | |  | Fire & Life Safety – Hot Work | | | |  | | Fire Extinguisher Training (OSU) | | | |
|  | | Formaldehyde Safety | | | | |  | Fume Hood Safety | | | |  | | Hand & Power Tools | | | |
|  | | Hazard Communication | | | | |  | Hazardous Materials Shipping | | | |  | | Hydrofluoric Acid (HF) Awareness | | | |
|  | | Lab Safety Awareness for Non-Lab Personnel | | | | |  | Lab Safety Training for Lab Workers | | | |  | | Ladder Safety | | | |
|  | | Laser Safety | | | | |  | Loading Dock Safety | | | |  | | Liquid Nitrogen Safety | | | |
|  | | NIH Guidelines | | | | |  | Noise & Hearing Conservation | | | |  | | Universal Waste Management | | | |
| **All safety trainings and preparatory activities must be completed before:** *(check one)* | | | | | | | | | | | | | | | | | |
|  | First day of the appointment | | | | | |  | Other: | | | | | | | | | |
| **Research Assistant (GRA) Position Description** | | | | | | | | | | | | | | | | | |
| **Required for employees with responsibilities unrelated to teaching assistance** | | | | | | | | | | | | | | | | | |
| **Documenting Expectations for Paid Time**  This position description is used to document expectations for the paid work your employee will perform as part of the FTE allocated for their Graduate Assistantship. You will evaluate how well this employee meets these documented expectations as part of their Graduate Assistant Evaluation form. *If your employee fails to meet the expectations documented in their position description, you will have grounds to terminate their appointment.*  **Documenting Expectations for Unpaid Time**  Please only use the position description to document expectations for unpaid work if a) the unpaid work contributes directly to the employee’s degree requirements, b) the unpaid work is directly related to the paid work, and c) you specify which tasks should be completed on paidtime and which tasks should be completed on unpaid time. *Academic and degree-related expectations should be documented and evaluated in the Annual Graduate Student Evaluation form generally submitted in June.*  **Different Terms, Different Duties**  If your employee will have different duties each term, please specify which duties go with which terms in your responses below. | | | | | | | | | | | | | | | | | |
| **Describe the overall purpose of this position and the employee’s primary responsibilities.** *(This may include a description of the research project and its objectives, the role that the employee will play in the project, and/or descriptions of who the employee will assist or collaborate with.)* | | | | | | | | | | | | | | | | | |
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| **Define what the employee should use paid time to work on vs. what the employee should use personal time to work on.**  *(Please detail individual tasks and FTE allocation on the next page. Unpaid work must directly contribute to the employee’s thesis/dissertation or other degree requirements.)* | | | | | | | | | | | | | | | | | |
| Paid Work:  Unpaid Work: | | | | | | | | | | | | | | | | | |
| **OPTIONAL: Document any other expectations that this employee should be held accountable for as part of this position.**  *(Consider describing products, deadlines, timelines, trainings, professional development, etc.)* | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Please describe the specific tasks the employee will perform as part of this position.**  *(Include indications of the frequency the duties will be completed (such as daily, weekly, monthly, or each term), the approximate hours or percentage of total FTE allocated to each task, and specific deadlines, if known. If tasks will change for any appointed term, please indicate which tasks apply to which appointed term. Add additional lines if necessary.)* | | | | | | | | | | | | | | | | | |
| **Task** | | | | | | | | | | | | | | | | | **Hours or %** |
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| **Teaching Assistant (GTA) Position Description** | | | | | | |
| **Required for employee with tasks related to teaching assistance, to be completed by course instructor** | | | | | | |
| **Employee will serve as TA for the following classes:** | | | | | | |
|  | **Summer** | **Fall** | **Winter** | | **Spring** | |
| 1) |  |  |  | |  | |
| 2) |  |  |  | |  | |
| 3) |  |  |  | |  | |
| **OPTIONAL: To TA these classes, this employee must learn the content specified below by the deadline(s) specified below.**  *Please specify how employee can access the content (e.g. the book they should read, the module they should complete, etc.)* | | | | | | |
|  | | | | | | |
| **As part of this position, employee will:**  *(Check all that apply and include the approximate hours or percentage of overall FTE allocated to the task each term. If tasks will change for any appointed term, please indicate which tasks apply to which appointed term.)* | | | | | | |
|  | **Task** | | | **Notes (optional)** | | **Hrs or %** |
|  | Serve as main instructor | | |  | |  |
|  | Attend each class | | |  | |  |
|  | Manage a lab/recitation section | | |  | |  |
|  | Manage in-class discussions | | |  | |  |
|  | Manage online discussions | | |  | |  |
|  | Lead field trips | | |  | |  |
|  | Grade papers and/or exams | | |  | |  |
|  | Proctor exams | | |  | |  |
|  | Assist with preparation of lecture, homework, exam materials | | |  | |  |
|  | Assist with course development | | |  | |  |
|  | Track student submission of homework and/or exams | | |  | |  |
|  | Receive and respond to student questions via e-mail | | |  | |  |
|  | Hold regular office hours (Contact WSE Office Staff to reserve space) | | |  | |  |
|  | **OTHER (Please fill in below):** | | | | |  |
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